



SOUTH PIEDMONT COMMUNITY COLLEGE

COLLEGE CATALOG

20/21



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SOUTH PIEDMONT COMMUNITY COLLEGE

Serving Anson and Union Counties

2020 - 2021 Catalog

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www.spcc.edu

South Piedmont Community College
is a member
of the North Carolina Community College System

The official 2020-2021 College Catalog may be found on the website at www.spcc.edu.

ACCREDITATION

South Piedmont Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Piedmont Community College.

The Commission may be contacted for the following reasons: 1) to learn about the accreditation status of South Piedmont Community College, 2) to file a third party comment at the time of the SACSCOC South Piedmont Community College decennial review, 3) to file a complaint against South Piedmont Community College for significant non-compliance with a SACSCOC standard or requirement.

Normal inquiries about South Piedmont Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to South Piedmont Community College and not to the Commission on Colleges.

STATE AUTHORIZATION

South Piedmont Community College ensures compliance with State Authorization requirements prescribed by 34 CFR Part §600.9, regarding the offering of online/distance education programs, which states:

If an institution is offering postsecondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering postsecondary distance or correspondence education in that State. An institution must be able to document to the Secretary the State's approval upon request. (Authority: 20 U.S.C. 1001 and 1002)

NON-DISCRIMINATION STATEMENT

The Board of Trustees and the administration of South Piedmont Community College (SPCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SPCC does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, gender identity, pregnancy, age, disability, veteran status, or any characteristic or status protected by applicable local, state, or federal law. SPCC commits itself to positive action to secure equal opportunity regardless of those characteristics. Should an employee or student feel their rights under Title VI, VII, or IX have been violated, they may mail a harassment complaint, including sexual harassment, to the Human Resources Office by mail at PO Box 126, Polkton, NC 28135. Correspondents will be directed to the Title IX Coordinator, Elaine Clodfelter, Director of Student Advocacy and Accountability and/or Title IX Deputy Coordinator, Lauren Sellers, Associate Vice President of Human Resources and Payroll.

THE CATALOG

Effective for the 2020-2021 academic year, this catalog is for information only and does not constitute a contract between the student and the College. South Piedmont Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the NC General Assembly, the State Board of Community Colleges, and/or the SPCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this catalog. The NC General Assembly may make changes in tuition without notice.

MESSAGE FROM THE PRESIDENT



WELCOME TO SOUTH PIEDMONT COMMUNITY COLLEGE!

A good education is foundational to achieving your dreams. By choosing South Piedmont Community College, you have joined a diverse and growing community of people who have decided to make their lives and their communities better through education. It is a decision that positions you well to find your own success—no matter how you define it. South Piedmont has a proven record of preparing students for good jobs with great futures or for success at four-year colleges and universities.

While we strive to make the South Piedmont experience as smooth as possible, navigating college can be complicated and daunting. We understand that. The faculty and staff of South Piedmont are committed to your success, and that means we are prepared to support you every step of the way. Each of us, along with valuable resources like our Academic Support Center and our libraries, are always here to help you.

One of the most important things you can do for yourself is to get involved. Get to know your classmates, but beyond that, I encourage you to take advantage of all that the SPCC experience has to offer. South Piedmont offers a variety of ways to enrich your learning experience and to just have fun with your classmates. Whether it's joining a club, being active in our Student Government Association, or attending one of the many student activities held throughout the year, find your place at SPCC.

I speak for the entire faculty and staff of South Piedmont Community College when I say that we're excited that you are here, and we are looking forward to helping you find success.

Welcome to South Piedmont Community College—you've come to the right place!

Dr. Maria Pharr

President

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HISTORY OF THE COLLEGE

South Piedmont is North Carolina's newest community college, having been created in 1999 by the North Carolina General Assembly. The legislature's action abolished Anson Community College and assigned the new college's service area as Anson and Union counties in south-central North Carolina.

South Piedmont is in the unique position of being a new institution with a proud history. The institution traces its roots to 1962, with the founding of the Ansonville unit of the Charlotte Industrial Education Center. In collaboration with Stanly Community College, it also provided years of service in Union County as Union Technical Education Center.

The institution was originally designated as the Ansonville Industrial Education Center in November 1962 by action of the State Department of Public Instruction. On December 2, 1967, the Anson County Board of Education and County Commissioners officially appointed a local Board of Trustees. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

Further progress, larger enrollment, and additional support from the community, especially Polkton Mayor W. Cliff Martin, enabled Anson Technical Institute to acquire land, obtain additional funds, and complete construction of a 28,000-square-foot building in Polkton in 1977. To better reflect the offerings of the institution, the Board of Trustees on June 7, 1979, changed the name to Anson Technical College.

In 1981, Union Technical Education Consortium was created when Central Piedmont Community College voluntarily withdrew from Union County and the North Carolina Department of Community Colleges authorized service in the county by a consortium of Anson and Stanly community colleges.

Effective November 1, 1987, the official name of Anson Technical College was changed to Anson Community College.

On May 19, 1999, Gov. Jim Hunt signed a bill, based upon recommendations of an independent study team, that abolished Anson Community College and Union Technical Education Center and created North Carolina's newest community college. The signing of this bill created a single college with two campuses, one in Anson County and one in Union County, to serve the residents of both counties, and a new 14-member Board of Trustees was appointed.

The new college was named South Piedmont Community College on August 3, 1999, using one of the 441 different names suggested during a contest held in July.

South Piedmont expanded its operations, adding new buildings at the L. L. Polk Campus in Polkton, adding a new campus at Old Charlotte Highway, Monroe, and opening the Lockhart-Taylor Center in Wadesboro. The Center for Technology and Health Education was opened near the Old Charlotte Highway Campus in 2013, and renamed the Tyson Family Center for Technology in 2016.

SPCC continues to improve program offerings, shaping them to meet the needs of students and employers in the area. In fall 2019, credit programs served 3,184 students, while non-credit programs served 2,966.

STRATEGIC PLAN 2018-2021

As a learning college, South Piedmont Community College (SPCC) promotes and celebrates learning as the process that changes and improves lives. This applies to our students, employees, and the college itself. We are an organization in which people continually expand their ability to grow and learn.

The Strategic Plan highlights this emphasis on learning through our Vision (what we want to be), Mission (who we are), Values (what directs our decisions), and Strategic Areas of Focus (goals we endeavor to attain in fulfilling our Vision and Mission).

Our Vision is:

To be the premier community college of choice, offering university transfer, career and technical education, and workforce and economic development programming to prepare students to be productive citizens in the global community.

Our Mission is:

To foster life-long learning, student success, and workforce and community development.

Our Values are:

Quality, Service, Stewardship, and Respect.

Our Focus Areas are:

- **Student Success:** Enhance the learning environment to increase student goal achievement.
- **Business/Industry Partnerships:** Enhance business and industry partnerships to provide programming that meets the current and future needs of employers.
- **Growth:** Increase the percentage of Union and Anson county residents pursuing education or training through South Piedmont Community College.
- **Alternative Funding:** Increase non-state funding through grants, fundraising, and funding partnerships.
- **Value-Driven Culture:** Foster a culture that supports the college values of quality, service, stewardship, and respect.

CORE SKILLS AND LEARNING OUTCOMES

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today's global economy. These critical competencies are supported by five (5) core skills with measurable learning outcomes which are integrated into the curriculum course instruction and activities. The SPCC Core Skills and learning outcomes are:

Critical Thinking

- The learner will identify, interpret, analyze, or synthesize problems before developing and implementing solutions in a manner effective and appropriate for the intended audience.

Cultural Literacy

- The learner will demonstrate a "set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts." (Bennett, M., 2008)

Oral Communication

- The learner will exchange ideas and information with others using the spoken word in a manner effective and appropriate for the intended audience.

Technology

- The learner will select and use technology to access, process, and exchange information in a manner effective and appropriate for the intended audience.

Written Communication

- The learner will exchange ideas and information with others using text in a manner effective and appropriate for the intended audience.

LEARNING OUTCOMES AND ASSESSMENT

At SPCC, all students participate in learning outcomes assessment. This helps answer the fundamental questions: Are you, as a student, learning? How do we, as an institution, and you, as a student, know? All curriculum programs at SPCC have **program learning outcomes** and **course learning outcomes**.

Program learning outcomes answer the question: What kind of skills and knowledge should graduates demonstrate after completing this academic program? Program learning outcome statements focus on the broad skill sets and knowledge that are specific to that academic program. Program advisors can help students discover what will be learned in their program of choice.

Course learning outcomes describe the knowledge and skills that will be learned in a course. Course learning outcomes are the building blocks that form the foundation for the program learning outcomes. Students should check their course syllabus to find the learning outcomes specific to each course.

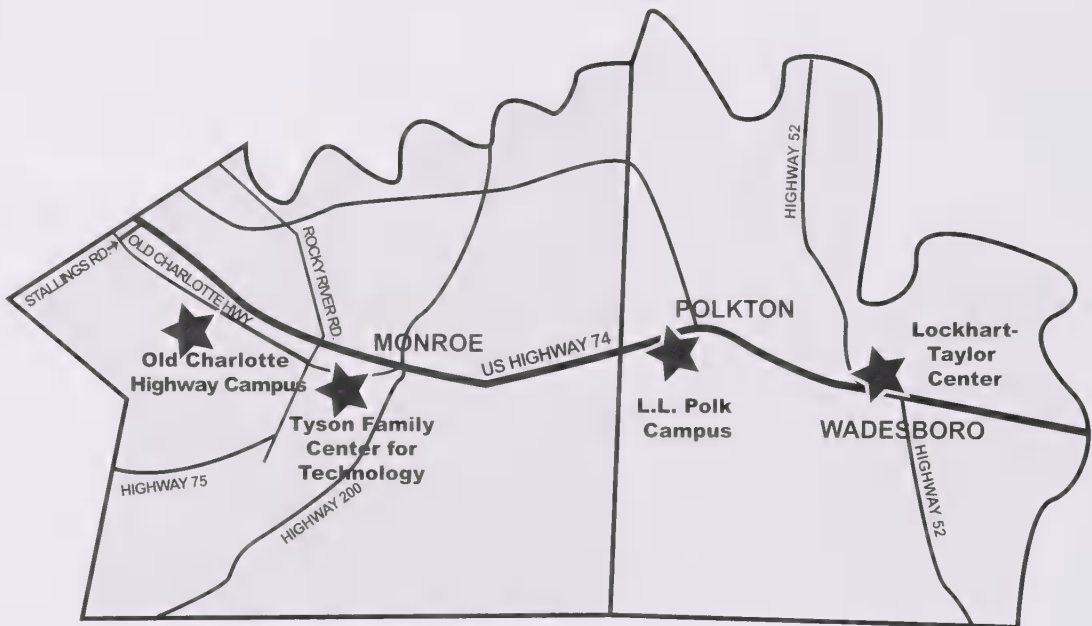
Core Skill Outcomes, sometimes referred to as employability or soft skills, are skills that competent and valuable employees in any field or industry should demonstrate. As an institution, SPCC has identified five (5) core skill outcomes that graduates of every associate's degree program should acquire. They are: Critical Thinking, Technology, Written Communication, Oral Communication, and Cultural Literacy.

Results of all learning outcomes assessments are analyzed by instructors using data from artifacts submitted in Taskstream, the College's online management system for evaluating student learning. Decisions about continuous improvement in learning are made in a systematic way to determine what students have learned and how learning can be improved. The College reserves the right to share samples of student work with regulatory and accrediting bodies when necessary.

HOURS OF OPERATION

South Piedmont Community College offers classes, workshops, and seminars six days a week at various times and locations. The College's normal business hours are Monday through Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. until 3 p.m. Hours may be extended during registration periods. Summer hours of operation may differ at all locations.

To obtain information regarding the College and its programs and services to the community, check our website, www.spcc.edu, or call:



Union County

Old Charlotte Hwy. Campus, Monroe

704-290-5100

800-766-0319

FAX: 704-290-5250

Tyson Family Center for Technology

704-290-5100

800-766-0319

FAX: 704-290-5250

Anson County

L. L. Polk Campus, Polkton

704-272-5300

800-766-0319

FAX: 704-272-5350

Lockhart-Taylor Center, Wadesboro

704-272-5300

800-766-0319

FAX: 704-993-2435

PERFORMANCE MEASURES AND STANDARDS

In 1993, the State Board of Community Colleges began monitoring performance data on specific measures to ensure public accountability for programs and services. In 1998, the General Assembly directed the State Board to review past performance measures and define standards to ensure programs and services offered by community colleges in North Carolina were of sufficient quality.

In 2010, a review process was established to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success. Every three years, a committee that is inclusive of college leaders; subject matter experts; and research and assessment professionals are appointed to review the measures and recommend deletions, revisions, and additions. Recommendations from the most recent review were approved in 2018 and this is the inaugural report representing the updated measures.

All community colleges are required to publish their performance on the measures annually in their electronic catalog or on the Internet and in their printed catalog. The current Performance Measures and results are as follows:

Data Source: 2019 Performance Measures for Student Success

Performance Measure	NCCCS Goal / Baseline	SPCC's Performance
Basic Skills Student Progress	50.6% / 24.2%	45.1%
Student Success Rate in College-Level English courses	66.6% / 40.1%	55.2%
Student Success Rate in College-Level Math Courses	46.2% / 19.5%	39.4%
First Year Progression	71.9% / 56.6%	69.8%
Curriculum Completion	52.7% / 34.1%	48.5%
Licensure and Certification Passing Rate	1.07 / .79	.94
College Transfer Performance	89.4% / 74.4%	88.0%

The North Carolina Community College System website, www.nccommunitycolleges.edu, contains details about the Performance Measures and Standards.

Visit www.nccommunitycolleges.edu/analytics/state-performance-measures. Click on 2019 Performance Measures Report.

ACADEMIC CALENDAR 2020 - 2021

*SCHEDULE CHANGES WILL BE PERMITTED PRIOR TO CLASS CENSUS DATE (10 PERCENT POINT);
DROP CLASS WITH REFUND WILL BE PERMITTED ON OR PRIOR TO CLASS CENSUS DATE*

FALL SEMESTER 2020 (16 Weeks)

August 10	First Day of Classes
September 7	Labor Day Holiday (College Closed)
October 6-7	Student Break (No Classes)
October 8	Classes Resume
October 19	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
October 29	Last Day for Student Initiated Withdrawal (16-Week Session)
November 23-29	Fall Break (No Classes)
November 25-27	Thanksgiving Holidays (College Closed)
November 30	Classes Resume
December 9	Fall Semester Ends

FALL SEMESTER 2020 (12 Weeks)

September 8	First Day of 12-Week Session
October 6-7	Student Break (No Classes)
October 29	Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
November 6	Last Day for Student Initiated Withdrawal (12-Week Session)
November 23-29	Fall Break (No Classes)
December 9	End of 12-Week Session

FALL SEMESTER 2020 (8-Week Sessions)

August 10	First Day of 1 st 8-Week Session
September 7	Labor Day Holiday (College Closed)
September 11	Financial Aid Withdrawal Penalty Period Ends (1 st 8-Week Session)
September 17	Last Day for Student Initiated Withdrawal (1 st 8-Week Session)
October 5	End of 1 st 8-Week Session
October 6-7	Student Break (No Classes)
October 8	First Day of 2 nd 8-Week Session
November 10	Financial Aid Withdrawal Penalty Period Ends (2 nd 8-Week Session)
November 16	Last Day for Student Initiated Withdrawal (2 nd 8-Week Session)
November 23-29	Fall Break (No Classes)
December 9	End of 2 nd 8-Week Session

FALL SEMESTER 2020 (5-Week Sessions)

August 10	First Day of 1 st 5-Week Session
August 28	Financial Aid Withdrawal Penalty Period Ends (1 st 5-Week Session)
September 2	Last Day for Student Initiated Withdrawal (1 st 5-Week Session)
September 7	Labor Day Holiday (College Closed)

September 14.....	End of 1 st 5-Week Session
September 15.....	First Day of 2 nd 5-Week Session
October 5.....	Financial Aid Withdrawal Penalty Period Ends (2 nd 5-Week Session)
October 6-7.....	Student Break (No Classes)
October 12.....	Last Day for Student Initiated Withdrawal (2 nd 5-Week Session)
October 21.....	End of 2 nd 5-Week Session
October 22.....	First Day of 3 rd 5-Week Session
November 11.....	Financial Aid Withdrawal Penalty Period Ends (3 rd 5-Week Session)
November 16.....	Last Day for Student Initiated Withdrawal (3 rd 5-Week Session)
November 23-29.....	Fall Break (No Classes)
December 2.....	End of 3 rd 5-Week Session

FALL SEMESTER 2020 (4-Week Sessions)

August 10.....	First Day of 1 st 4-Week Session
August 25.....	Financial Aid Withdrawal Penalty Period Ends (1 st 4-Week Session)
August 27.....	Last Day for Student Initiated Withdrawal (1 st 4-Week Session)
September 4.....	End of 1 st 4-Week Session
September 7.....	Labor Day Holiday (College Closed)
September 8.....	First Day of 2 nd 4-Week Session
September 23.....	Financial Aid Withdrawal Penalty Period Ends (2 nd 4-Week Session)
September 25.....	Last Day for Student Initiated Withdrawal (2 nd 4-Week Session)
October 5.....	End of 2 nd 4-Week Session
October 6-7.....	Student Break (No Classes)
October 8.....	First Day of 3 rd 4-Week Session
October 23.....	Financial Aid Withdrawal Penalty Period Ends (3 rd 4-Week Session)
October 27.....	Last Day for Student Initiated Withdrawal (3 rd 4-Week Session)
November 4.....	End of 3 rd 4-Week Session
November 5.....	First Day of 4 th 4-Week Session
November 23-29.....	Fall Break (No Classes)
November 20.....	Financial Aid Withdrawal Penalty Period Ends (4 th 4-Week Session)
December 1.....	Last Day for Student Initiated Withdrawal (4 th 4-Week Session)
December 9.....	End of 4 th 4-Week Session

SPRING SEMESTER 2021 (16 Weeks)

January 8.....	First Day of Classes
January 18.....	Martin Luther King Jr. Holiday (College Closed)
March 8-14.....	Student Spring Break (No Classes)
March 15.....	Classes Resume
March 24.....	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
April 2-4.....	Easter Holiday (College Closed)
April 6.....	Last Day for Student Initiated Withdrawal (16-Week Session)
May 10.....	Spring Semester Ends
May 13.....	Graduation

SPRING SEMESTER 2021 (12 Weeks)

February 8	First Day of 12-Week Session
March 8-14	Student Spring Break (No Classes)
April 2-4	Easter Holiday (College Closed)
April 6	Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
April 14	Last Day for Student Initiated Withdrawal (12-Week Session)
May 10	End of 12-Week Session

SPRING SEMESTER 2021 (8-Week Sessions)

January 8	First Day of 1 st 8-Week Session
January 18	Martin Luther King Jr. Holiday (College Closed)
February 11	Financial Aid Withdrawal Penalty Period Ends (1 st 8-Week Session)
February 17	Last Day for Student Initiated Withdrawal (1 st 8-Week Session)
March 5	End of 1 st 8-Week Session
March 8-14	Student Spring Break (No Classes)
March 15	First Day of 2 nd 8-Week Session
April 2-4	Easter Holiday (College Closed)
April 16	Financial Aid Withdrawal Penalty Period Ends (2 nd 8-Week Session)
April 22	Last Day for Student Initiated Withdrawal (2 nd 8-Week Session)
May 10	End of 2 nd 8-Week Session

SPRING SEMESTER 2021 (5-Week Sessions)

January 8	First Day of 1 st 5-Week Session
January 18	Martin Luther King Jr. Holiday (College Closed)
January 29	Financial Aid Withdrawal Penalty Period Ends (1 st 5-Week Session)
February 3	Last Day for Student Initiated Withdrawal (1 st 5-Week Session)
February 12	End of 1 st 5-Week Session
February 15	First Day of 2 nd 5-Week Session
March 5	Financial Aid Withdrawal Penalty Period Ends (2 nd 5-Week Session)
March 8-14	Student Spring Break (No Classes)
March 17	Last Day for Student Initiated Withdrawal (2 nd 5-Week Session)
March 26	End of 2 nd 5-Week Session
March 29	First Day of 3 rd 5-Week Session
April 2-4	Easter Holiday (College Closed)
April 19	Financial Aid Withdrawal Penalty Period Ends (3 rd 5-Week Session)
April 22	Last Day for Student Initiated Withdrawal (3 rd 5-Week Session)
May 3	End of 3 rd 5-Week Session

SPRING SEMESTER 2021 (4-Week Sessions)

January 8	First Day of 1 st 4-Week Session
January 18	Martin Luther King Jr. Holiday (College Closed)
January 26	Financial Aid Withdrawal Penalty Period Ends (1 st 4-Week Session)

January 28	Last Day for Student Initiated Withdrawal (1 st 4-Week Session)
February 5	End of 1 st 4-Week Session
February 8	First Day of 2 nd 4-Week Session
February 23	Financial Aid Withdrawal Penalty Period Ends (2 nd 4-Week Session)
February 25	Last Day for Student Initiated Withdrawal (2 nd 4-Week Session)
March 5	End of 2 nd 4-Week Session
March 8-14	Student Spring Break (No Classes)
March 15	First Day of 3 rd 4-Week Session
March 30	Financial Aid Withdrawal Penalty Period Ends (3 rd 4-Week Session)
April 1	Last Day for Student Initiated Withdrawal (3 rd 4-Week Session)
April 2-4	Easter Holiday (College Closed)
April 12	End of 3 rd 4-Week Session
April 13	First Day of 4 th 4-Week Session
April 28	Financial Aid Withdrawal Penalty Period Ends (4 th 4-Week Session)
April 30	Last Day for Student Initiated Withdrawal (4 th 4-Week Session)
May 10	End of 4 th 4-Week Session

SUMMER TERM 2021 (8 WEEKS)

May 24	First Day of Classes
May 31	Memorial Day Holiday (College Closed)
June 22	Student Break (No Classes)
June 29	Financial Aid Withdrawal Penalty Period Ends (8-Week Session)
July 5	Independence Day Holiday (College Closed)
July 6	Last Day for Student Initiated Withdrawal (8-Week Session)
July 21	End of Summer Term

SUMMER TERM 2021 (4-WEEK SESSIONS)

May 24	First Day of Classes
May 31	Memorial Day Holiday (College Closed)
June 9	Financial Aid Withdrawal Penalty Period Ends (1 st 4-Week Session)
June 14	Last Day for Student Initiated Withdrawal (1 st 4-Week Session)
June 21	End of 1 st 4-Week Session
June 22	Student Break (No Classes)
June 23	First Day of 2 nd 4-Week Session
July 5	Independence Day Holiday (College Closed)
July 12	Financial Aid Withdrawal Penalty Period Ends (2 nd 4-Week Session)
July 14	Last Day for Student Initiated Withdrawal (2 nd 4-Week Session)
July 21	End of Summer Term

ADMISSIONS

Admissions Policy

South Piedmont Community College subscribes to the “open door” policy established by the North Carolina Community College System. The College will admit all applicants who:

- are a legal resident of the United States and who either:
- are a high school graduate or are at least 18 years of age.

The College will admit an undocumented immigrant as an out-of-state resident, regardless of where the applicant resides, only if the applicant has attended and graduated from a United States public school, private high school, or home school that operates in compliance with state and local law.

Please note that admission to the College does not guarantee admission to specific academic programs. Students must meet additional requirements for admission to individual programs. These requirements can be found in the college catalog under Admissions Procedures.

The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

Pursuant to the State Board of Community College Code (1D SBCCC 400.2), SPCC reserves the right to deny admission to any applicant or student:

- during any period of time that the student is suspended or expelled from another educational entity;
- to programs offered where high school students reside (physically or virtually) that require compliance with the Jessica Lunsford Act;
- when there is articulable, imminent, and significant threat to the applicant or other individuals;
- who is not a North Carolina resident who seeks enrollment in any distance education course only if that applicant resides in a state where the college is not authorized to provide distance education in that state.

Admissions Procedures and Information

New students are urged to **complete the admissions process at least two (2) weeks prior to registration and apply for financial aid at least eight (8) weeks prior to registration**. Students must allow a minimum of three business days for application processing. All students applying to SPCC must have a Residency Certification Number (RCN). A RCN is provided to the student upon completion of the Residency Determination form on CFNC.org. Applicants to an SPCC health program should refer to www.spcc.edu for the admissions requirements for that specific health program.

Once all admissions requirements listed below are complete, students will be placed into their program of study and may receive financial aid if eligible. Applicants wishing to register for classes prior to completing his/her admissions file may do so as a Special Credit student. **Special Credit students are not eligible for financial aid**. To ensure financial aid is in place, applicants should make sure the admissions file is complete at least two (2) weeks prior to registration.

Complete the SPCC Application for Admission

- Complete an application for admission online at www.spcc.edu. Students who already have an account with CFNC must use existing login information to fill out SPCC's application. Those who do not have an account with CFNC may create one prior to filling out the application. Students without access to the Internet may use SPCC's computers to complete this part of the process.
- Residency Determination will be completed as part of the application and the non-expired Residency Certification Number must be provided on the application prior to submission.

Submit official high school, high school equivalency, or Adult High School transcript

- It is the student's responsibility to request this transcript from the appropriate educational institution. It is also the student's responsibility to pay any applicable fees to the appropriate institution.
- Official transcripts should be mailed directly from the high school, high school equivalency office, or adult high school to SPCC. Unofficial (student issued, faxed, or e-mailed) transcripts will not be accepted.
- Students who graduated from the high school equivalency program at South Piedmont Community College may request a copy of their scores from SPCC's Basic Skills Department in lieu of an official transcript.
- Anyone who plans to submit a high school transcript from non-public institutions or online high school programs must contact SPCC's Admissions Office to determine if the transcript is acceptable for admission into their program of study.
- Students with an associate's degree or higher who submit official college transcripts showing degree completion are not required to submit high school transcripts.

Submit official transcripts from all colleges listed on the admissions application

- Transcripts may be sent from the college electronically through a secure provider such as E-scrip, National Student Clearinghouse, ScripSafe, etc. Contact previous college for details.
- All foreign transcripts (secondary and post-secondary) must be evaluated by an authorized evaluation agency at the student's expense. Agency must be a member of the National Association of Credential Evaluation Services (NACES). Post-secondary evaluations must include grades, course descriptions, and grading scale.
- A college transcript waiver may be available for extenuating circumstances.
- All official transcripts will be evaluated after they have been received.

Placement Testing, if necessary

- After all transcripts have been received, Admissions will determine if a student needs to complete the English and/or Math Placement Test. Most students will not need testing and will be placed into courses based upon their unweighted high school GPA (enrollment within ten years of high school graduation), completion of an Associate Degree or higher, or transferable English or Math credits from an accredited institution. If placement cannot be determined and testing is necessary, students will be notified by email with information about test scheduling and preparation.
- Students pursuing a certificate program are not required to complete placement testing.

Reapplication to the College

Students who have not enrolled for two consecutive semesters (spring and fall) must reapply for admission to the College. Copies of academic transcripts and placement testing may be required. Students who have been suspended for academic or disciplinary reasons must consult with the Director of Student Advocacy and Accountability.

Admission of High School Students**Career and College Promise**

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- A College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
- A Career and Technical Education Pathway leading to a certificate, diploma, or degree;
- A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the General Statutes.

Links to the following web pages with information on Career and College Promise are listed below. Each web page targets a specific audience.

- North Carolina Community College System Office's CCP web page:
www.ncccommunitycolleges.edu/academic-programs/career-college-promise
- North Carolina Department of Public Instruction's CCP web page:
<https://www.dpi.nc.gov/students-families/enhanced-opportunities/advanced-learning-and-gifted-education/career-and-college-promise>

Early College High School

South Piedmont Community College in collaboration with the Anson County School System and the Union County School System offers Early College High School programs for students living in each county. Early College High Schools are classified as cooperative innovative high schools under the Career and College Promise program. Students apply for admission to Anson County Early College (ACEC) or Union County Early College (UCEC) in the eighth grade. Students enter the Early College program as freshmen and earn a high school diploma and a two-year Associate Degree in Arts or Associate Degree in Science within five (5) years. SPCC tuition is paid for ACEC and UCEC students. Upon graduation, students then apply to transfer to the college or university of their choice.

Admission for Allied Health and Nursing Programs

Students seeking admission into an SPCC health program will be required to meet the health program admissions criteria and be officially accepted into the health program prior to taking program-specific health classes. Each program has different admissions criteria. Refer to the specific Allied Health or Nursing Admissions Requirements booklet for the health program in which admission is sought. These booklets may be found on the website at www.spcc.edu.

Admission of International Students (Documented)

South Piedmont Community College considers admissions to documented foreign nationals. The following must be completed and submitted to the Admissions Office prior to enrollment:

- SPCC Application for Admission
- Permanent Resident Alien Card (or other acceptable documentation)

SPCC is not able to issue I-20s to international students.

Although a student may possess valid documentation to be lawfully present in the United States, that documentation does not guarantee the student has capacity to establish a domicile in the United States. All students must complete Residency Determination on www.CFNC.org to receive his/her Residency Certification Number (RCN). The RCN will classify that student as an in or out-of-state student for tuition purposes.

South Piedmont Community College does not have housing facilities, living accommodations, or associated support programs for individuals from other countries. Each student is responsible for their own transportation.

Admission of International Students (Undocumented)

The North Carolina Community College System advised in Memorandum CC10-026 (effective June 10, 2010) that community colleges should admit or enroll undocumented immigrants only as follows:

- Undocumented immigrants who are high school students may enroll in college-level courses consistent with the Career and College Promise policy. Participation in this program is not based on legal residence, but on attendance in a North Carolina high school. These courses are open to all high school students attending high school (public, private, or home school) located in the state who meet the eligibility criteria.
- Undocumented immigrants may enroll in non-college level courses or programs including high school equivalency preparation courses, Adult Basic Education, Adult High School, English as a Second Language and other continuing education courses less than college level.
- Undocumented or battered illegal immigrants who have been determined to meet one of the qualifying conditions in Federal Law, 8 USC Section 1641 are eligible for college-level courses. It is the applicant's responsibility to produce sufficient written documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.
- Undocumented immigrants must have attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state and local law. Undocumented immigrants with a high school equivalency diploma are not considered to be "graduated from a United States public high school, private high school, or home school" and therefore are not eligible to be admitted.
- Undocumented immigrants who are registered into a class are required to pay the out-of-state tuition rate. The College shall not enroll undocumented students into a class or program of study for which there are waiting lists, nor register undocumented students for classes until the conclusion of the last published (i.e., late) registration period.

Appeal Procedure for Denial of Admissions into Selective Programs

Admission to the College does not guarantee admission to selective academic programs. Students must meet additional requirements for admission to selective academic programs and be accepted into those programs. Any applicant who believes the college has unfairly denied admissions into their chosen selective academic program may appeal the denial decision if the student deems the college is at fault (wrong-doing, documented evidence of inconsistencies, etc.) in denying their status.

Applicants who have been denied admissions into a selective program may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. An applicant who wishes to challenge the denial of admissions into a selective program of study must first consult with the appropriate Dean for the program in which admissions is being denied within five (5) business days after admission was denied.
2. The appropriate Dean will complete a review of the student's credentials, including any additional documentation the applicant submits and will render a decision in writing to the applicant within three (3) business days.
3. Should the matter remain unresolved after consulting with the appropriate Dean, a formal appeal of the admission denial must be received within three (3) business days after the notification of the Dean's decision. This appeal must be submitted through the Formal Appeal for Denial of Admissions form located on the www.spcc.edu website. This form must be completed in its entirety. All supporting documentation to include emails, the grounds for the appeal, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the

Interim Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.

4. Within three (3) business days of receipt of the appeal, a Student Appeals Team will review the appeal. If necessary, the applicant and the Dean will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both the applicant and the Dean may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.
5. The Interim Vice President of Academic and Student Affairs/CAO will notify the applicant (by student SPCC email and certified mail), the program director (by SPCC email), and the Dean (by SPCC email), of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Interim Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

Mathematics Direct Placement

A student may place directly into Calculus I (MAT 271) if the student has met at least one of the following criteria within the past five (5) years:

- A score of 2 or higher on the AP Calculus AB exam.
- A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher.
- A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test.
- A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test.
- A score of 580 or higher on the SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 27 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

See the Advising Center for more information.

Placement Testing for Distance Learning Students

Students outside the College's service area should contact the Director, Admissions and Testing for information on Placement Testing at 704-290-5847.

Placement Test Retest Procedures

Students who are required to take the Placement Test may retest once per section within the time frame that scores are valid, or ten years. Contact the Testing Center for procedures.

Acceptance of Credit

SPCC evaluates, awards, and accepts credit for transfer, credit by exam, credit by nationally recognized industry credential, and advanced placement. SPCC evaluates all college transcripts. The College ensures that all associated coursework and learning outcomes are at the collegiate level and comparable to those for SPCC programs. Students will receive an email at their South Piedmont email address once their transcript evaluation is complete. College credit that has been awarded can be viewed on the student's transcript found on their GO! Student Portal.

Students who have completed coursework at other colleges and universities should submit official transcripts of all post-secondary work. Transfer credit may be awarded for appropriate military courses based on American Council on Education (ACE) recommendation. Credit will be evaluated in the context of the current SPCC college catalog and awarded according to the following criteria:

- Prior coursework must correspond in instructional hours and content and must be substantially similar to SPCC courses required in the degree, diploma, or certificate being sought. Quarter-hour courses must equate to the semester-hour equivalent of the current required course, either by a combination of courses or as standalone by using the 3:2 ratio (2/3). Coursework must have been completed at a regionally accredited college recognized by the Commission on Colleges or other nationally known accrediting body.
- All college-level courses completed with a "C" or better will transfer, regardless of the program of study. If a course completed at another college is not transferred, but the student thinks it meets the course requirements, a course description from the year appropriate college catalog can be submitted for review. A final decision will be made by the College. Transfer credits will appear on the student's South Piedmont transcript. Time limits exist on certain courses that apply toward certain programs of study (ex: computers/health sciences).
- Transfer students must meet Residency Requirements for Graduation.

The decision as to how much, if any, transfer credit will be awarded and how such transfer credit will be applied is discretionary on the part of the College.

To be considered for acceptance of credit from an international university, an official English language transcript is required and the student must have an International Transcript Evaluation completed by an evaluation agency at their expense. The transcript and the grading system can be submitted to an agency recognized by the National Association of Credential Evaluation Services (NACES), for an international evaluation. A letter grade of "A," "B," or "C" and earned credit hours must be provided for each course. Course equivalencies based on terms such as "Excellent" or "Good" are not acceptable.

Regional accreditation is the educational accreditation of schools, colleges, and universities in the U.S. by one of seven regional accrediting agencies. The seven regionally accrediting agencies are: Middle State Commission on Higher Education, New England Association of Schools and Colleges, North Central Association of Colleges and Schools (aka Higher Learning Commission), Northwest Accreditation Commission, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges. Online regionally-accredited college credits are transferable.

A student might not receive credit for all previous courses. If a student did not successfully complete a course, the course is obsolete, South Piedmont does not have an equivalent course, the timeframe has expired, the course is graduate level, or if the previously attended college is not regionally accredited, are some examples of why a course may not transfer. Please contact the Registrar's Office concerning any possible errors or questions regarding transcript evaluations.

Noncredit to Credit Policy

South Piedmont Community College awards curriculum credits for non-credit work. This includes nationally recognized industry credentials, credit by examination, approved Continuing Education courses, or through provisions identified in numbered memos and/or guidance from the North Carolina Community College System, and/or when a state-approved bridging program is in place.

Students interested in receiving curriculum credits for non-credit work may obtain information from the Registrar's Office at the time of admission. Students may also visit SPCC's website under Student Resources/Credit Articulation at SPCC, to view currently valid industry certifications, pre-approved Continuing Education courses, and a link to electronic submission forms.

Comprehensive Articulation Agreement

The 2014 Comprehensive Articulation Agreement (CAA), approved February 2014, between the State Board of the North Carolina Community College System and the Board of Governors of the University of North Carolina establishes the procedures for governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of the University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or an Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course bases.

Additionally, the Independent Comprehensive Articulation Agreement allows for transfer of Associate in Arts and Associate in Science degree program credits to some private institutions. For more information regarding the transfer status of specific courses and curricula, visit the Future Students section on the SPCC website or contact the senior institution.

Advanced Placement (AP) Course Credit

Applicants to SPCC may request transfer credit for subjects taken in high school if they have a designation of Advanced Placement and appropriate score on an Advanced Placement exam at the end of the course. Credit must be applicable to the student's current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required. All approved and recorded Advanced Placement credit will be assigned a grade of "AP."

College Level Examination Program (CLEP) Credit

Applicants to SPCC may request transfer credit for subjects covered under placement examinations. The College Level Examination Program (CLEP) subject area exams may be evaluated for SPCC college credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to the student's current degree or diploma requirements and must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

High School to Community College Articulated Credit (Formerly Tech Prep)

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program. Pertaining to credit for Tech Prep, the College adheres to the North Carolina High School to Community College Articulation Agreement as set forth by the North Carolina Community College System and the NC Department of Public Instruction. The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College.

Requirements for the Tech Prep advanced placement are:

- Earn a grade of “B” or higher in the course at the high school level and
- Score a 93 or higher on the course post-assessment.

In order to receive credit as per the agreement, a student must enroll at the community college within two years of their high school graduation date and immediately notify the Registrar of their Tech Prep status. All approved and recorded Tech Prep credit will be assigned a grade of “TP.”

Educational Experiences in the Armed Services Credit

It is the policy of South Piedmont Community College to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education. Credit will be given on the basis of individual evaluation by the Registrar. Creditable military experience must closely correspond to courses in the South Piedmont Community College curriculum for which the student is applying. College credit earned while in the Armed Services must be substantiated with an official transcript of coursework from the Department of Defense or applicable college.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by SPCC. Specifically, SPCC has adopted the following general guidelines and specific procedures on access to and release of student records to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34 (§99.31 (a)(2)).

Directory Information

Certain information is considered to be “directory information” and may be used for directory purposes unless a student specifically requests directory information to be protected. SPCC may, although not required, include all of the information listed. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information relating to a student may include the following:

- Student's name
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received

Right of the College to Refuse Access

SPCC reserves the right to refuse permission to students to inspect the following records:

- Financial statement of a students' parents
- Letters and statements of recommendation for which a student has waived their rights of access or which were filed before January 1, 1975
- Confidential letters and statements of recommendation concerning admission, employment, honor or honorary recognition if a student has signed a waiver of their right of access
- Record being withheld for failure to meet financial obligations

Disclosure of Educational Records

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Educational Records means those records, files, documents, and other materials that contain information directly related to a student and are maintained by SPCC or by any person acting for the College. Not included in the term “educational records” are records of instructional,

supervisory, and administrative personnel and records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his/her professional capacity. Any student has the right to his/her educational records. This includes the right to:

- Inspect and review the contents of these records.
- Obtain copies of those records at the cost of reproducing those copies.
- A response from the custodian of the records to reasonable requests for explanations and interpretations of those records.
- An opportunity for a hearing to challenge the content of those records.

Disclosure of Educational Records to Third Parties

SPCC will disclose information from a student's educational records only with the written consent of the student, except to:

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of, the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health or safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

For additional information pertaining to the Family Educational Rights and Privacy Act (FERPA), consult the Registrar or Director of Student Advocacy and Accountability.

Destruction of Records

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide a student with the information contained in such records following their destruction.

FERPA Exceptions

The only exceptions to this rule of confidentiality are the following:

1. If a student is clearly likely to do physical harm to another person in the near future, it is the counselor's duty to warn the person involved. This step would be taken as a last resort and only if absolutely necessary.
2. If a student is clearly likely to do physical harm to himself or herself in the near future, it is the counselor's duty to contact others. This step would be taken as a last resort and only if absolutely necessary.
3. If a student shares information about the abuse or neglect of any juvenile(s) or disabled adult(s), the counselor may be required by state law to report that information to the Department of Social Services.

REGISTRATION AND FINANCIAL INFORMATION

REGISTRATION

Once the admissions process is complete, students are eligible to register for classes during the registration times listed on the SPCC website, www.spcc.edu. New students are strongly encouraged to meet with Academic Advising staff for assistance with course and program advising and registration. Advising Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus. Academic Advising is also available virtually to all students. Virtual sessions can be conducted via phone, email, or Skype. Virtual inquiries or appointments can start here: <https://spcc.edu/student-resources/advising/register/distance-advising/>. All students will register through their online student portal, GO! Student Portal by visiting <https://go.spcc.edu>.

Access to course registration may be restricted if a financial or academic hold has been placed on a student's record. Some classes require special permission to register. Students are responsible for paying for all scheduled classes by the published due date.

Office 365 Accounts

South Piedmont Community College provides students with an e-mail account through Office 365. This account will be the primary tool for instructors and staff to communicate with students regarding important announcements and official College business. Therefore, the Office 365 account should be accessed regularly so important information and/or dates are not missed. Office 365 accounts are the property of SPCC and may be accessed to verify disputed information.

Office 365 is accessible through this link: <https://portal.office.com>. Instructions for accessing an Office 365 account will be provided by the Advising Center or Library.

Schedule Changes

Schedule changes are permitted before the beginning of the term, and through the drop/add date of the term. Dropping or adding courses within the allowable drop/add period will not cause a grading penalty. If courses are dropped within the drop period after the course begins, a 25% course fee is incurred as outlined in the College's Refund Policy. Courses are allowable to be dropped up to the posted Census Date (10% point). The Census Date for each course is located within the course Syllabus. Students are encouraged to speak with an Academic Advisor regarding course drops and adds. These changes will be made by the student on the GO! Student Portal, <https://go.spcc.edu>.

NOTE: If a course has a prerequisite or a corequisite, students are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When dropping a course with a corequisite, both the corequisite and the course requiring the corequisite must be dropped. Refunds are processed according to the State Board of Community Colleges Code 1E SBCCC 900.1.

TUITION AND FEES

Tuition for in-state and out-of-state residents is set by the North Carolina General Assembly and is subject to change by the North Carolina General Assembly without notice. Fees are set by the North Carolina General Assembly, the North Carolina State Board of Community Colleges, and/or the South Piedmont Community College Board of Trustees and are subject to change without notice.

Residency Classification for Tuition Purposes

In 2013, the North Carolina General Assembly (SB 402) instructed the educational entities in North Carolina to work collaboratively to create a centralized process for determining residency for purpose of tuition and administration of state financial aid. These entities included the University of North Carolina General Administration (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina Independent Colleges and Universities (NCICU), and the North Carolina State Education Assistance Authority (NCSEAA).

The result of the collaborative effort was the Residency Determination Service (RDS). All students will access RDS from www.CFNC.org. A brief interview will be completed that will determine the student's residency status for tuition purposes. Interview answers will also determine if the student may qualify for any exceptions or waivers for residency purposes. Upon completion of the Initial Consideration, students will be provided a residency certification number (RCN). This number is a unique identifier to that student and the number will never change. The student's residency classification will be attached to that RCN.

A student's residency information will be verified after RDS is completed, which can take up to seven business days. Students should be proactive in completing the RDS process early and make certain that once complete, the RCN is included on their application for admission. Procrastination in completing the RDS process could cause registration and payment delays. If a student appeals their initial classification and receives confirmation their status has changed, the Admissions Office must be notified immediately by completing the Residency Status Update Request Form in the Student Forms section located at www.spcc.edu.

SPCC will continue to work with students who have business sponsorships, or are using military benefits or other exceptions allowed by the state. All other residency determinations will be made by RDS and not by SPCC.

The Residency Determination Service will provide separate processes to reach a residency classification. Most students will only be required to complete the Initial Consideration process. The Reconsideration and Appeal processes are for those students who experience a change in residency (Reconsideration) or who have not had a change in status and believe their residency classification is incorrect (appeal).

All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at www.ncresidency.org for more current details regarding the North Carolina Residency Determination Service, its processes and required residency guidelines.

In-State Tuition

In-state tuition is \$76.00 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition (maximum)	\$1,216.00
Technology Fee (maximum)	32.00
Activity Fee (maximum)	35.00
Accident Insurance	1.40
CAPS Fee	15.00
Total	\$1,299.40

Out-of-State Tuition

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina (see Residency Classification for Tuition Purposes). Out-of-state tuition is \$268.00 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition (maximum)	\$4,288.00
Technology Fee (maximum)	32.00
Activity Fee (maximum)	35.00
Accident Insurance	1.40
CAPS Fee	15.00
Total	\$4,371.40

Technology Fee

The Technology Fee is \$2 per semester hour up to a maximum of \$32 for 16 or more semester hours. This fee is used to support the procurement, operations, and repair of computers as well as other instructional technology including supplies and materials that support the technology.

Activity Fee

The Activity Fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Government Association. This fee is \$17.50 per semester for up to six semester hours and \$35.00 per semester for seven or more semester hours.

Accident Insurance

The College provides all students who pay the \$1.40 student accident insurance fee with accidental injury, accidental death, and dismemberment insurance while on campus or while participating in off-campus, College-sponsored and/or supervised activities. This is a limited supplemental policy.

College Access, Parking, and Security (CAPS) Fees

The CAPS Fee supports costs of acquiring, constructing, and maintaining the College's parking facilities, and security of college property. This fee is \$15 per semester for Curriculum and Career and Continuing Education students who attend classes on any campus.

Lab Fees

A per semester lab fee is charged for certain courses with lab hours. The fee amount is contingent on supplies consumed so will vary by course.

Special Fees

Additional fees may be charged for some programs (e.g., equipment fees, liability insurance, etc.). SPCC does not charge a fee associated with verification of the identity of online students. Should the need arise, students will be notified of any fees associated with identity verification at the time of registration through standard venues for curriculum fee notifications.

Payment of Tuition and Fees

After registering, students can make payments for tuition and fees by credit card through <https://go.spcc.edu>, or by phone by calling the SPCC Business Office at 704-272-5355, 704-272-5354, or 704-290-5849. Additionally, payments by check that include driver's license and phone number may be mailed to SPCC, Attn: Business Office, PO Box 126, Polkton, NC 28135, or a payment plan may be set up with Nelnet Payment Solutions through <https://go.spcc.edu>. Returned checks incur a fee of \$25. SPCC accepts credit card payment by phone from the cardholder only.

If payment is not received by the ten percent point of the class, then the class(es) will be dropped from the student's schedule and the student will not be permitted to remain in the class for that term. If this happens, the student would be allowed to register for the class in a future term and would be required to pay in full for the class(es) prior to the first day of class.

If a student has made payment by the ten percent point and then has an unpaid balance on their student account, the student will receive a bill in the mail from SPCC's Business Office. A first notice is sent, and then a final notice. If the matter still is not resolved within 30 days of the final notice, the account is reported to a collection agency for further collection proceedings. The North Carolina and South Carolina Department of Revenues are also notified of the debt. If it becomes necessary for SPCC to refer an unpaid balance to a collection agency, the student will be expected to pay all fees associated with the collection in addition to the unpaid balance.

Textbooks and Other Costs

Students will be expected to purchase textbooks and supplies for classes in their program of study. The SPCC bookstores on the L. L. Polk campus and on the Old Charlotte Highway campus sell textbooks and supplies. Information on textbook refunds, textbook rental, and textbook buy-backs is available at the bookstores. Contact the L. L. Polk campus bookstore at 704-272-5376 or the Old Charlotte Highway campus bookstore at 704-290-5848 for more information.

Refund Policy

Refunds are processed under the North Carolina Community College System refund policy.

- SPCC will refund 100% of the tuition paid if the College cancels a class or if the student drops class(es) before the first day of the semester.
- SPCC will refund 75% of the tuition paid if class(es) are dropped on or before the 10% point of the course section. If classes are dropped by the 10% point, the student is responsible for paying 25% of the tuition. NOTE: Financial aid may not pay the 25%.
- Tuition refunds will not be granted if a student withdraws after the 10% point of the course section, even if the student has not attended any class.

Refunds will not be made in the amount of \$5 or less.

Military Tuition Refund

Upon request by the student and appropriate documentation, the College will grant a full refund of tuition and fees to military affiliated students called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for that student to complete his/her course requirements during the current semester or term.

Death of Student Refund

In the event of a student's death during a semester or term, all tuition and fees the student had paid that semester or term may be refunded to the estate of the deceased.

FINANCIAL AID

To apply for financial aid, students must complete the *Free Application for Federal Student Aid* (FAFSA). Any of the following methods may be chosen to file a FAFSA: (1) Log in to www.fafsa.gov and apply online (recommended); (2) Complete a PDF FAFSA obtained online at <https://fafsa.gov/options.htm> which must be mailed in for processing; or (3) Request a paper FAFSA by calling 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691. Hearing impaired students may contact the TTY line at 1-800-730-8913.

Students should always be sure to list South Piedmont Community College's school code (007985) in Step 6 of the FAFSA to ensure the South Piedmont Community College Office of Financial Aid and Veterans Affairs receives their application.

Information entered into the FAFSA is reviewed according to federal guidelines. This ensures that all applicants are treated fairly and equitably. Income, assets, family size, marital status, and the number of family members in college are used to determine financial need. Once a student's eligibility for financial aid has been determined, an award letter will be available for viewing or printing on the student's SPCC Go! Account at <https://go.spcc.edu>. Financial aid covers the cost of tuition, fees, and books (not to exceed the eligible amount). The SPCC ID card will be required when making purchases in the College bookstores. Each semester, any remaining financial aid balance will be sent to a student's current mailing address as listed with the SPCC Registrar's Office.

NOTE: Students who withdraw or stop attending before the 60% point of the semester have not earned their awards and will be required to repay unearned financial aid funding.

The FAFSA is available beginning October 1 of each year for the upcoming academic year. The 2021/2022 FAFSA will be made available October 1, 2020. Each academic year, students must complete or renew the FAFSA. Students are encouraged to apply at least eight (8) weeks prior to registration for the semester he or she intends to enter the College. If eligibility for financial aid has not been determined or a student's file is not complete before the tuition payment deadline for each semester, the student will be responsible for payment of tuition, fees, and all other applicable charges. Payment deadlines are published on college calendars and generally occur 30 days prior to the start of each semester.

Student Responsibilities

To receive Federal Financial Aid and State assistance, a student must:

- Demonstrate financial need as determined by a completed FAFSA
- Have an official high school diploma or a high school equivalency on file with the College
- Be enrolled in an eligible academic program
- Maintain Satisfactory Academic Progress (SAP) standards
- Be a U. S. citizen or an eligible non-citizen
- Have a valid Social Security Number
- Not be in default on a federal student loan and no money is owed on a federal student grant
- Certify they have not been convicted of possessing or selling illegal drugs
- Register with Selective Service

Courses not eligible for federal financial aid include, but are not limited to:

- Special Credit (undeclared major)
- Credit by Examination (test-out)
- Audited courses

- High school programs (Career and College Promise, Early College)
- Certificate programs that are less than 16 credit hours in length
- Non-credit courses/Continuing Education courses

Types of Financial Aid Available

Federal Financial Aid

- Federal Pell Grants are based on financial need as determined by the FAFSA. Pell grants are for college undergraduates who have not yet earned a bachelor's degree.
- Federal Work-Study Program provides jobs for students who meet eligibility requirements and wish to earn part of the cost of attending SPCC. Work-study employment is available on both campuses on a part-time basis (usually 10-20 hours per week). Students who are interested in a work-study job with the College must complete a FAFSA and an SPCC Application for Federal Work-Study Employment. The application for Federal Work-Study Employment is located on the College's website at www.spcc.edu under Employment/Student.

State Financial Aid

- North Carolina Community College Grant (NCCCG) may be awarded to students who are North Carolina residents enrolled in at least six (6) credit hours per semester in an eligible curriculum program. Eligibility is based on the same criteria as the Federal Pell Grant; some students who are not eligible for the Pell Grant may be considered for the NCCCG based on their estimated family contribution (EFC) as determined on the Student Aid Report. Applicants must complete a FAFSA in order to be eligible for this grant.
- North Carolina Education Lottery Scholarship (NCELS) is available to NC residents for tuition purposes who enroll in at least six (6) credit hours per semester in a curriculum program and make satisfactory academic progress. Eligibility is based on the same criteria as the Federal Pell Grant; some students who are not eligible for the Pell Grant may be considered for the NCELS based on their estimated family contributions (EFC) as determined on the Student Aid Report. Applicants must complete a FAFSA in order to determine eligibility for this grant.
- North Carolina Community College Child Care Assistance provides child care assistance to students who have custody or joint custody of their children and are enrolled in a minimum of six (6) seated in-class credit hours for the semester. Applicants must be eligible for financial aid through the FAFSA, and be making satisfactory academic progress.
- North Carolina Targeted Assistance Program includes the Less Than Half-Time Funds and High Demand Low Enrollment Funds. The Less Than Half-Time funds provide funding for students who are enrolled less than half-time in certificate, diploma, or associate degree programs. Students must complete the FAFSA and have an EFC between 801 and 4,000 and be enrolled in less than six (6) credit hours. High Demand Low Enrollment funds are awarded to students who enroll in low-enrollment programs of study that prepare the students for high-demand occupations in local communities. High demand programs are selected on an annual basis and funding amounts vary.

Scholarships

Scholarships are available from federal, state and local sources. They are awarded based on donor criteria, financial need, academic performance, and/or time of application. Students applying to receive scholarships must complete the FAFSA and the SPCC Online Scholarship Application accessible through the financial aid section on our college website www.spcc.edu under Admissions.

Forgivable Education Loans for Service (FELS)

The Forgivable Education Loans for Service Program was established by the General Assembly in 2011 to provide financial assistance in the form of forgivable loans to qualified students who are committed to

working in North Carolina to lessen identified critical employment shortages. The program is designed to be flexible so that it will respond to current as well as future employment shortages in the State. The program currently targets future teachers, nurses, and allied health professionals. The program is administered by the State Education Assistance Authority and potentially eligible programs can be found on the College Foundation of North Carolina website. The following programs of study may qualify as eligible programs at South Piedmont Community College: Emergency Medical Science, Medical Technology programs, Sonography, Nursing, and education programs that lead students to obtaining licensure from the North Carolina Department of Public Instruction and teaching in a qualified position in North Carolina. Applications become available in January and award selection is made in April of each year. Additional information and updates about the application process are available at www.cfnc.org/FELS.

North Carolina Community College Loan Program

The North Carolina Community College Loan Program provides eligible students with short-term emergency loan funds. Funds are normally limited to \$150 and all loans must be fully repaid within 30 days of disbursement. Funding is limited and approved on a first-come, first-served basis.

Alternative Loans

South Piedmont Community College is not affiliated with and does not maintain a preferred lender agreement with any private loan company or program. The Office of Financial Aid and Veterans Affairs will provide student selected loan companies with certification information in accordance with unmet need and enrollment status as determined by a completed FAFSA application and college registration.

Direct Loans

South Piedmont Community College does not currently participate in the Federal Direct Loan program. Therefore, students are not currently eligible for subsidized, unsubsidized, or parent PLUS loans under the current Federal Direct Loan programs while attending SPCC.

Payment Plans

SPCC has partnered with NELNET Business Solutions to provide an automatic payment plan for students who wish to self-pay by making scheduled payments for school-related charges. The plan offers online enrollment, flexible payment options, and no interest fees. Contact SPCC's Business Office at 704-272-5348 for more information. A credit/debit card/checking account and \$25 enrollment fee are required for plan activation.

Vocational Rehabilitation

Certain students who have mental, physical, or emotional disabilities that limit employment opportunities may be eligible for financial assistance through local Vocational Rehabilitation offices or the Division of Vocational Rehabilitation Services, Department of Human Resources, in Raleigh.

Workforce Innovation and Opportunity Act

WIOA funds are intended to provide financial assistance to students who are dislocated workers. Assistance may be provided for tuition, fees, textbooks, supplies, child care, and transportation. WIOA award is based upon eligibility, the availability of funds, as well as student satisfactory progress measures that may be imposed. More information about WIOA can be obtained by contacting Union County Community Action at 704-283-1114 (students up to age 24) or NCWorks Career Center at 704-283-7541 (students over the age of 24).

Enrollment Status

A student's enrollment status has a direct effect on financial aid that can be awarded. Most state and federal grants are prorated based on the enrollment status. Students who are enrolled in 12 or more credit hours are considered to be full-time students. Students who are enrolled 9-11 credit hours are three-quarter time, 6-8 credit hours are half-time, and students who enroll in 1-5 credit hours are considered less than half-time. Credit hours can only be counted if they apply to an eligible program of study and cannot include

more than 30 credit hours of developmental courses. Annual awards cover a 9-month period and are split between two semesters. The number of authorized credit hours each semester is used to calculate the actual authorized semester awards. Awarded financial aid can be viewed on the student's college-provided GO portal.

Satisfactory Academic Progress for Students Receiving Financial Aid

Federal regulations require that students receiving financial aid maintain strict academic (Qualitative) and progress (Quantitative) standards while pursuing their educational goals. Students receiving financial aid should note that the college-wide Probation Policy for academic progress contains the same grade point average (GPA) requirements as the Financial Aid Satisfactory Academic Progress (SAP) policy; however, the SAP policy for students receiving financial aid is stricter than the college-wide Probation Policy for students enrolled in the same educational program who are not receiving financial aid. The SAP policy is applied to all student categories, i.e., full-time or part-time, who receive financial aid within eligible curriculum degree, diploma, and certificate programs established by the school.

Students receiving financial aid are evaluated at the end of each semester to determine progression. Students must meet the Academic Standard (Qualitative), the Program Completion Standard (Quantitative), and stay within the Maximum Time Frame Standard (Quantitative) to remain in a satisfactory status.

Academic Standard (Qualitative)

Students receiving financial aid must maintain a cumulative 2.0 SAP GPA. SAP GPA includes "all" curriculum classes taken at South Piedmont Community College and any accepted transfer credits, regardless of time frame. Classes with an "incomplete" (I) or any "withdrawal" (W) grade are included in the SAP GPA just like an "F" and count toward the attempted credit hours. All classes that are repeated count toward the SAP GPA and the attempted/completed credit hours.

If a student's cumulative SAP GPA falls below 2.0, the student is placed on a financial aid warning status and will be notified by the Office of Financial Aid and Veterans Affairs. The student then has a warning period of enrollment, which is the next semester the student is enrolled at SPCC, to achieve the cumulative 2.0 SAP GPA. The student is eligible for financial aid during this warning period of enrollment. If at the end of the warning period a cumulative 2.0 SAP GPA is not achieved, the student is no longer eligible to receive financial aid and will be placed in a financial aid unsatisfactory status. The student may regain financial aid eligibility by reaching a cumulative 2.0 SAP GPA through self-pay or outside resources.

Program Completion Standard (Quantitative)

All students receiving financial aid must complete at least two-thirds or 67 percent of all curriculum hours attempted at South Piedmont Community College including accepted transfer credits, regardless of time frame. The percentage is determined by taking the cumulative total of credit hours completed divided by the cumulative total of hours attempted. For example, a student who has completed 32 hours and attempted 64 hours has a completion rate of 50 percent (32 divided by 64). Attempted but not completed credit hours include: incompletes, withdrawals, repeated classes, and courses with a grade of "F."

If a student's percentage rate falls below 67 percent, the student is placed on a warning status and will be notified by the Office of Financial Aid and Veterans Affairs. The student then has a warning period of enrollment, which is the next semester the student is enrolled at SPCC, to earn a 67 percent or more completion rate. The student is eligible for financial aid during this warning period of enrollment. If at the end of the warning period a cumulative 67 percent completion rate is not achieved, the student is placed in an unsatisfactory status and is no longer eligible for financial aid. The student may regain financial aid eligibility by reaching a cumulative 67 percent or more completion rate through self-pay or outside resources.

Maximum Time Frame Standard (Quantitative)

All students receiving financial aid must complete their educational program within 150 percent of the published length of that program. Students who exceed the 150 percent maximum time frame are no longer eligible to receive financial aid at SPCC. The Maximum Time Frame Standard includes all curriculum hours attempted and any accepted transfer credits or developmental credit hours, regardless of time frame. The SPCC college catalog provides a course listing for each educational program and the number of credit hours needed to complete the program. The published program lengths do not include developmental education hours that may be required for individual students. For example, the Associate Degree in Computer Information Technology is 66 credit hours in length; therefore, a student receiving financial aid enrolled in that program may attempt, including accepted transfer and developmental education credit hours, up to 99 credit hours (66 credit hours times 150 percent) and remain eligible for financial aid.

Additionally, students who cannot mathematically complete their program of study by the 150 percent maximum time frame will no longer be eligible for financial aid. Example: A student is in a program which would allow for a maximum of 99 credit hours and the student has attempted 90 credit hours and needs 4 additional courses which total 16 credit hours to complete the program. Adding the 90 credit hours attempted to the 16 credit hours still required equals 106 credit hours which is more than the 99 credit hours allowed. Mathematically the student could not complete the program prior to the 150 percent maximum time frame and would no longer be eligible for financial aid at South Piedmont Community College.

Appeal Process for Unsatisfactory SAP Status

Students in an unsatisfactory SAP status may appeal their loss of financial aid eligibility. Appeals must be made at least 10 days prior to the start of the semester in which a student wishes to receive financial aid. Financial Aid Reinstatement Appeal forms are available on the College's website or in the Office of Financial Aid and Veterans Affairs. Student statements on the form and attached documentation must include: (1) the circumstances that rendered them unable to meet the standard(s), (2) what has changed to allow the student to meet the standard(s) and (3) the student's educational goal and plans to meet that goal. The reinstatement appeal form and supporting documentation can be submitted in person, by mail, by FAX, or via e-mail to the Office of Financial Aid and Veterans Affairs. The Vice President of Student Affairs or his/her designee will consider reinstatement appeals and the decision will be final. Students will be notified through e-mail of appeal decisions.

Students who have their appeals granted will be placed on probation and will be eligible for financial aid, provided they meet all SAP requirements and complete the SAP Academic Success Plan. The SAP Academic Success Plan requires that students receiving financial aid successfully complete all registered classes and achieve a semester GPA of 2.5 or higher and meet with a counselor to complete an Academic Recovery Plan. Withdrawing from or failing a class does not constitute successful completion. The Academic Recovery Plan is designed to improve the student's academic focus and promote student success. Students who follow and complete all requirements within the SAP Academic Success Plan will stay on probation in a continued probation status as long as they successfully complete all registered classes and achieve a semester GPA of 2.5 or higher.

Appeal Process for Maximum Time Frame SAP Status

Students in a Maximum Time Frame SAP status may appeal their loss of financial aid eligibility. Financial Aid Reinstatement Appeal forms are available on the College website or in the Office of Financial Aid and Veterans Affairs. Student statements on the form and attached documentation must include: (1) the circumstances that rendered them unable to meet the maximum time frame standard, (2) the student's educational goal and (3) enrollment plans to complete the desired program of study. The reinstatement appeal form and supporting documentation can be submitted in person, by mail, by FAX, or via e-mail to the Office of Financial Aid and Veterans Affairs. The Vice President of Student Affairs or his/her designee will consider reinstatement appeals and the decision will be final. Students will be notified through e-mail of appeal decisions.

Students who have their appeals granted will be placed on a semester-by-semester probationary status and will be eligible for financial aid in their next semester of enrollment. Students who do not complete their program of study during the next semester of enrollment will be required to submit an updated reinstatement appeal form and be reevaluated to insure they are making appropriate progress toward program completion, have completed all registered classes and achieved a semester GPA of 2.5 or higher. Withdrawing from or failing a class does not constitute successful completion and will result in the loss of financial aid eligibility.

Reinstatement of Financial Aid Eligibility

If a student loses financial aid eligibility by failing to meet the Academic Standard and/or Program Completion Standard and after self-pay or the use of outside resources feels that the standards are met, the student must contact the Office of Financial Aid and Veterans Affairs to have their SAP status recalculated. If the standards have been met, the student will regain financial aid eligibility for the semester following the semester in which the standards were met provided all other financial aid requirements have been completed.

Pell Grant Lifetime Eligibility

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100 percent, the six-year equivalent is 600 percent. Students who use all of their annually awarded Pell Grant by being a full-time student (12 hours) in each of two semesters would have used 100 percent. Students who used half of their annual awarded Pell Grant by being a half-time student (6 hours) in each of two semesters would have used 50 percent. Pell Grant usage is tracked by adding together the percentages of Pell Grant funding received each award year. Students who reach the 600 percent level are no longer eligible to receive Pell Grant funding.

Return of Title IV Funds

The Higher Education Amendments of 1998 changed the formula for calculating the amount of financial aid funds that may be retained when a student totally withdraws from all classes. If a student receiving Title IV funds officially withdraws from or stops attending all classes before the 60 percent point of the semester, SPCC will recalculate their eligibility for financial aid based on the percent of the semester completed.

For example, if a student withdraws after having completed only 30 percent of the semester, they will have "earned" only 30 percent of any Title IV funds received. The remaining 70 percent must be returned. The Office of Financial Aid and Veterans Affairs will notify the student through their SPCC email account of the repayment requirements and contact information to determine amounts due.

Financial aid recipients still enrolled after the 60 percent point of the semester will have "earned" 100 percent of the federal financial aid awarded.

VETERANS BENEFITS

Qualified veterans, wives, and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, veterans must:

- Have a high school diploma or high school equivalency
- Be enrolled in a specific curriculum program

Certain other requirements may also apply. All previous college coursework must be received and evaluated by the Registrar. All admission requirements must be met before the enrollment certification can be sent to the Veterans Administration. Distance learning courses must be required courses within the veteran's major to qualify for educational benefits. Contact the Office of Financial Aid and Veterans Affairs for a list of programs or classes that are eligible.

NOTE: Test-outs, independent studies, and audits are not eligible for VA benefits. Classes of 8-weeks, 12-weeks, or any other schedule deviation from 16-week classes may be subject to a pro-rating of monthly benefits from the VA.

The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. For more information, contact the Office of Financial Aid and Veterans Affairs at 704-272-5391 or via e-mail to finaid@spcc.edu.

Satisfactory Progress for Veterans

A veteran enrolled at South Piedmont Community College is required to make satisfactory academic progress. The measure of academic progress for veterans is the same as for students receiving other forms of financial aid.

STUDENT SUPPORT SERVICES

In conjunction with South Piedmont's mission, the mission of the Student Affairs Division is to provide systematic support services to assist students in reaching their educational and career goals. The Student Affairs Division concurs with South Piedmont's guiding values of stewardship, respect, quality, and service.

In accordance with Title IX, VAWA, SaVE, and the Clery Act, South Piedmont Community College prohibits discrimination and harassment on the basis of sex and takes necessary steps to prevent sexual misconduct on any SPCC campus. The college responds promptly, equitably, and thoroughly when sexual misconduct is reported.

Please refer to the SPCC Student Handbook found at www.spcc.edu for further information pertaining to the Student Code of Conduct and Title IX. Title IX Coordinator is Elaine Clodfelter, Director of Student Advocacy and Accountability, eclodfelter@spcc.edu; Deputy Title IX Coordinator is Lauren Sellers, Associate Vice President of Human Resources, lsellers@spcc.edu.

Academic and Personal Counseling

Students sometimes struggle to achieve academic success for a variety of reasons. These can include but are not limited to:

- Stress while attempting to balance life's many roles outside of school
- Difficulty with effective goal setting, time management, and study habits
- Life development and relationship issues

Counseling Services offers encouragement and support while helping students learn new strategies and coping skills that along with their own self-commitment and hard work, can lead to higher levels of success.

Requests for these services can be made at the Student Affairs Office or by scheduling an appointment on Aviso. NOTE: Personal counseling may be referred to local mental health providers based on the intensity of the student's needs.

Services for Students with Disabilities

SPCC recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to provide equal access to education for students with disabilities. Support services are available to individuals with learning, hearing, visual, and other health impairments. Applications for accommodations are available on the College's website at www.spcc.edu. Student's may also request a hard copy of the application from Disability Services. Note the following:

- Applicants or students who feel that they need accommodations due to a disability should contact Disability Services at South Piedmont Community College.
- Applicants or students must provide official, supporting documentation describing the disability. This documentation must be from an authorized professional(s). Federal regulations obligate the applicant or student to provide information on identifying appropriate and effective auxiliary aids. This documentation is held confidential for five (5) years after enrollment and will be destroyed after that time. To renew accommodations after the five (5) year period, new documentation must be provided. Documentation for learning disabilities should be no more than three (3) years old. Documentation provided for any disability must indicate the applicant's or student's current level of functioning.

- Students who have identified themselves as having a disability may request accommodations from Disability Services. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that the student may need.
- Each request will be evaluated by Disability Services, who will recommend reasonable accommodations to faculty.
- Students will be responsible for delivering accommodation information to each faculty member for discussion of how accommodations will be provided in each class.
- Students who do not feel that they are receiving agreed-upon accommodations should see Disability Services for clarification.
- Applicants or students who are not satisfied with the accommodations that they are receiving from the College should see the Director of Counseling or Vice President of Student Affairs.

Reasonable Accommodations: The following are considered reasonable accommodations to be made for students with disabilities:

- The process must be an interactive one involving “a reasonable reciprocal effort” on the part of both parties.
- The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
- What is “reasonable” involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An “individualized assessment” of the student’s situation must be conducted.
- The College is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
- The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not, in fact, provide equal access.
- The College must be given a reasonable amount of time to evaluate requests and to offer necessary accommodations.
- Determining what is reasonable requires one to balance two important rights: the student’s right to be provided equal access and the College’s right to protect the integrity of its services and programs.

Career Services

SPCC’s Career Services provide comprehensive assistance to prepare students and graduates for successful transition to the world of work. Career counselors can help students (1) explore and decide upon a career and academic major, (2) discover options for occupations related to a major, (3) identify factors to consider in making career decisions such as required education level, salary, working conditions, skills, certification or license requirements, five- to ten- year job projections, etc., and (4) develop a career plan.

Students may identify career interests through assessments that relate to personality, interests, skills, and values to various career fields. The world of work may be explored through a wealth of online and hard-copy resources. Career development is a life-long process. Once students learn the steps of the process, it can be repeated whenever needed throughout life.

South Piedmont Community College’s Career Services are located on both campuses:

- L. L. Polk Campus, Garibaldi Building, Student Affairs
- Old Charlotte Highway Campus, Braswell Building, Student Affairs

College Transfer Information

During the academic year, SPCC hosts a College Transfer Day for students, alumni, and community residents who wish to obtain their bachelor's degree. Representatives from four-year colleges and universities attend this important event. College materials and transfer information are available in the Academic Advising Center.

Voter Registration

Students and employees who have not registered to vote may register in the Library at either the L. L. Polk campus or Old Charlotte Highway campus. Students and employees may register throughout the semester; however, the deadline to register in order to participate in an election year is twenty-five (25) days prior to the Election Day. Any individual with a disability who needs help completing the voter registration form should ask for assistance from a Library staff member.

Student Orientation

All new students are encouraged to attend orientation in person or online at www.spcc.edu. The purpose of the orientation is to acquaint students with the campus, academic services, and student support services, as well as to discuss policies and regulations of South Piedmont Community College. Orientation will provide information concerning:

- Campus regulations and policies
- Financial aid
- College support services, i.e., counseling, career services, disability services, tutoring services
- Academic policies to include drop/add, withdrawal, and change of program procedures
- Library services
- Student activities

Services to Continuing Education Students

The following support services are available to continuing education students:

- Curriculum admission and program information
- Placement testing
- Personal counseling
- Reasonable accommodations for students with disabilities
- Career guidance through assessments, inventories, and resume tools
- College IDs for students requiring off-site program identification

Academic Support Centers/Tutoring

Academic Support Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus to assist students in strengthening academic skills.

Tutoring is available to students needing help in a specific course of study. Tutors provide individual and/or group help to build stronger understanding of course material outside of regularly scheduled classes. Tutoring services are available via appointment, or on a walk-in basis, if tutors are available. Additional information and a link to make an appointment for a tutoring session are located under Students/Student Resources/Academic Support Center on the SPCC website.

ePortfolio Assistance

The Director of Academic Enrichment Programs and ePortfolio assistants are available in the Academic Support Centers on the L.L. Polk and Old Charlotte Highway campuses to support students in creation and development of their ePortfolios. Workshops, one-on-one assistance, and Taskstream support are provided by the staff. Appointments can be made using WOnline, which is under Students/Student Resources/Academic Support Center on the SPCC website, or by emailing eportfolio@spcc.edu.

Library Services

SPCC has libraries in two locations: The Horne Library at the L. L. Polk campus in Polkton and the Carpenter Library at the Old Charlotte Highway campus in Monroe.

Services to Students: Each library has computers, laptops, and printers available for student use. Wireless access is also available. The library staff can provide a wide variety of services such as assistance with using the computers, formatting papers, searching the Internet, and answering research questions. Librarians also provide a variety of workshops including Information Literacy classroom instruction that will help students find appropriate sources for assignments. Students coming to campus or attending online can find a variety of tutorials, links to resources, and other helpful information by going to the library website www.spcc.edu/libraries.

Library Resources: Students have access to books, magazines, newspapers, DVDs, computers and laptops, iPads, graphing calculators, and library staff. The libraries also offer several online databases which are available to students whether on campus or online.

Library Card: The SPCC College ID also serves as a library card. Every student should have a current College ID, which can be obtained at either campus library, L. L. Polk or Old Charlotte Highway. Once students obtain an ID, a library account can be created, and library materials can be checked out.

Technology

Students at SPCC utilize many different technologies in their studies. Moodle, TaskStream, go.spcc.edu, and Office 365 are the main technologies required. Students will be more successful as they understand the functions of each system and how to use them.

Aviso is a robust online system that allows students to connect and engage with the college for academic success. Students use Aviso to view their academic advisor and set appointments; create and review their individualized academic plan; and maintain communication related to academic goals. Aviso may be accessed from the SPCC website at www.spcc.edu.

Moodle is a course management system used for all SPCC curriculum online, blended, and web-enhanced courses. It stands for Modular Object-Oriented Dynamic Learning Environment. To get to SPCC's Moodle site, go to <https://online.spcc.edu>.

Taskstream by Watermark is a web-based system that helps measure learning and how effectively SPCC supports learning. Students interact with Taskstream by uploading assignments for review and assessment. New Taskstream accounts will be created for students by the Department of Institutional Effectiveness. New students or those who have not used Taskstream should check their SPCC email account for a welcome email from TaskStream by Watermark. To get to Taskstream, go to login.taskstream.com. Many courses do not include Taskstream assignments. For those that do, course instructors will give students detailed information on assignments to be submitted in Taskstream.

SPCC Go! Account allows students to access online registration, grades, advising, financial aid, class schedules, college updates, and more. To get to this website, go to <https://go.spcc.edu> to sign in.

Office 365 allows access to email accounts and Microsoft applications for use at SPCC. These accounts are free and are available in accordance with our Microsoft agreement. To access Office 365, go to <https://portal.office.com>. The new email address will be username@student.spcc.edu.

Student Government Association

The purpose of the Student Government Association (SGA) is to enhance the College through the representation of the student body in matters affecting student life. Moreover, the SGA promotes and supervises student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students. All enrolled full-time and part-time students who pay the student activity fee are members of the SPCC SGA.

The SGA Senate consists of seven (7) members who are elected each spring. The positions included are President, Vice President LLP Campus, Vice President OCH Campus, Public Relations LLP Campus, Public Relations OCH Campus, Secretary, Parliamentarian, and delegates from any of SPCC's curriculum programs. The Executive Board provides leadership, representation for all students of SPCC, and coordination for all student-sponsored activities and events. The Executive Board leads committees to organize and conduct activities throughout the year and works to provide a vital communication link to all students at SPCC.

Clubs and Organizations

Active student clubs and organizations are the cornerstone of quality student life programs and events. South Piedmont sponsors clubs which allow students to fellowship with others with like interests and benefit from the diversity and talent within each club and organization. Some are program-related, such as Sonography Club, Medical Office Administration Club, Associate Degree Nursing Club, and Medical Assisting/Medical Laboratory Assistant Club. There are also special interest clubs, such as Anime Club, Art Club, Revere Literacy Club, Filmmaking Club, and the Bible Study Club, that are active on campus. Students interested in transferring to a four-year institution can find support and resources through the College Transfer Club. A complete list of clubs and organizations is available on the SPCC website, www.spcc.edu under Students/Clubs and Orgs.

College IDs

SPCC curriculum students should obtain a College ID free of charge at the library on the L. L. Polk campus or the Old Charlotte Highway campus. Students must present an official registration form prior to receiving the ID. The SPCC College ID will also serve as a student's library card. Students can obtain a replacement ID for a fee of five dollars.

Class Rings

At the Graduation Fairs held during each spring semester, graduating students may order at their own expense, a South Piedmont Community College class ring. Further information may be obtained in the Records Office in Student Affairs.

Health Services and First Aid

SPCC recognizes the correlation of health and academic productivity. Health information is provided that addresses the health and well being of individuals. SPCC's student activities provide on-campus health services opportunities to students, alumni, and employees through local community outreach programs at SPCC events.

Emergency First Aid kits are maintained throughout the campuses of SPCC. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, a physician and/or ambulance service may be called at the student's expense to provide necessary medical services.

Drugs and Alcohol

South Piedmont Community College, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of a positive, drug-free lifestyle.
- Respect for laws and rules prohibiting the use of illegal drugs and the abuse of alcohol.
- An understanding of the effects of drugs and alcohol on personal health and safety.

Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, at any official function sponsored by the College, on all college premises, or as part of any college-sponsored activities (except in those college facilities approved for renting to the public for functions and where the distribution and use of alcohol have been approved for the rented facility). Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The Director of Student Advocacy and Accountability is responsible for implementing the Drugs and Alcohol Policy as it relates to students. Additional information can be found in the Student Handbook available on the SPCC website www.spcc.edu under Students/Student Life/Student Rights and Responsibilities.

Smoking/Tobacco-Free Campus

South Piedmont Community College recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and college facilities.

No student, employee, or college visitor is permitted to use any tobacco product or any comparable smoking or personal vapor-generating device, such as e-cigarettes, at any time, including during non-college hours:

- in any building, facility, or vehicle owned or leased by South Piedmont Community College;
- on any College grounds or property - including athletic fields and parking lots - owned or leased by South Piedmont Community College;
- at any College-sponsored or College-related event, on campus or off campus.

Firearms or Other Dangerous Weapons Policy

South Piedmont Community College provides a safe environment for students, faculty, staff, and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, may result in disciplinary actions.

- The College may file charges under North Carolina General Statutes 14-269.2.
- Any student who violates this provision may be expelled from the College for a period of not less than one year.
- Violation of this provision by any employee may be considered a breach of the terms and conditions of employment.
- Action may follow in accordance with the College's personnel or student due process procedures.

Student Conduct (Academic and Behavioral)

Students and/or student clubs and organizations are responsible for knowing and complying with the information, policies, and procedures outlined in the Student Code of Academic Conduct and the Student Code of Behavioral Conduct. The student conduct process is not intended to punish students; rather, it exists to protect the interests of the college community and to guide and educate students whose actions

are not consistent with South Piedmont Community College policies. Student rights, responsibilities, and procedures are outlined in the current Student Handbook, which can be obtained from the Student Affairs Office and online at www.spcc.edu. Any student is entitled to due process, including the right of appeal as outlined in the Student Handbook.

Inclement Weather

SPCC ensures the safety of students and employees by implementing a policy and procedure to be observed during inclement weather and other exigent conditions.

When these conditions occur on days of scheduled classes and/or events, SPCC will post announcements of closings or delays on the College website at www.spcc.edu, area television stations, and via the college's mass notification system. Any decisions to close or delay college classes and/or events will be posted as early as the situation permits.

At all times, students and employees should use sound judgment when making travel decisions. Additionally, they should exercise caution when traveling to and from campus during periods of inclement weather.

Although the campus may be closed and classes cancelled because of inclement weather, faculty will post a makeup assignment or activity in Moodle the day of the missed classes or as soon as possible. Each on-campus class has a Moodle site, and makeup work for missed classes is to be completed in Moodle. When the campus is closed, students should log in to their classes on Moodle to avoid falling behind.

Children on Campus

South Piedmont Community College, as an adult educational institution, does not maintain child care facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff of the College may not bring children to class, to work, or leave children unattended on campus. The College assumes no responsibility for supervision of children. Students, visitors, and employees who fail to comply with this policy may be asked to leave the campus.

Visitors on Campus

South Piedmont Community College welcomes visitors and prospective students to its campuses during normal operating hours. Visitors are not permitted to attend classes or contact students on campus without permission from the President or his/her designee.

Visitors on campus should register at the information/reception desk to ensure that all individuals are accounted for in case of an emergency. Individuals who are loitering or who have not registered at the information/reception desk will be asked to leave the campus.

Campus Housing

SPCC does not have dormitory facilities. The Student Affairs Office may assist in obtaining information about area rentals when available.

ACADEMIC INFORMATION

South Piedmont Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks and may include two or more shorter sessions. The summer term is eight (8) weeks and may contain two or more shorter sessions.

Student Classification

- Full-time curriculum students are enrolled in 12 or more semester hours of credit.
- Part-time curriculum students are enrolled with fewer than 12 semester hours of credit.
- Special credit students are enrolled in individual credit courses but not working toward graduation.

Academic Credit Hours

Semester hours are awarded as follows:

- One semester hour of credit for each hour per week of class lecture
- One semester hour of credit for each two or three hours per week of laboratory or shop
- One semester hour of credit for each three hours per week of clinical
- One semester hour of credit for each ten hours per week of cooperative work experience

Student Course Load

Students must carry 12 semester hours to be considered a full-time student. Permission from the dean within the educational division must be obtained to schedule more than 20 credit hours in one semester. Permission can be granted via the Overload Request found in Student Forms.

The decision about the best course load in fall or spring semesters or summer term depends on the amount of time available to students to complete academic work in addition to other responsibilities. College coursework requires more than just the time to attend class. Students need to allow time for reading, studying, assignments, research, projects, etc. Plan to devote two (2) to three (3) hours outside of class for every hour that the course meets. For example, if the course is a three (3) contact hour course (meets three (3) hours per week), plan to devote six (6) to nine (9) hours outside the classroom.

Distance Learning

Distance learning delivery systems at SPCC include online courses, blended courses, web-enhanced courses, and interactive television courses.

Online (Internet) courses are taught via the Internet, which gives the flexibility of accessing course information, submitting assignments, and participating in course discussions at a time and place that is convenient to the student's schedule. All online courses have schedules and due dates that students will have to meet in order to be successful. Online courses are offered as part of the College's regularly scheduled classes; that is, they have published start and end dates. Courses conducted totally online have "IN" section numbers.

Blended courses combine online learning with required, scheduled, face-to-face instructional time. The primary delivery is online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the College. The online portion replaces classroom instructional time with activities and assessments that are done online. Students must attend all scheduled classes just as any other traditional college course. Blended courses have "B" section numbers.

Web-Enhanced courses are regular, face-to-face classroom courses that use an online course site to supplement instruction. Instructors will post the course syllabus there along with other course materials. They may use the online grade book to help keep students up-to-date on their grades. Or, they may require submission of assignments electronically in the course's online site. Some others may do all course testing on the course site. All of SPCC's seated courses are now web-enhanced. Students will be required to submit at least one assignment by going to the course's online site. Web-enhanced courses have "W" section numbers.

SPCC uses the Moodle course management system for online learning. To access **Moodle**, go to <https://online.spcc.edu>. A username and password are automatically created. Usernames include the first letter of the student's first name, the first three letters of their last name, and the last four digits of their SPCC student ID number. (Student ID numbers can be found under the student's name at the top left corner of the registration form.) If logging into Moodle for the first time, the student logs into their SPCC Go! Account first, using their initial temporary password. The initial temporary password is "Temp" followed by the student's two-digit birth month, two-digit birthday, followed by the plus sign. The "T" in the word "Temp" must be capitalized. For example, John Q. Public (student ID 1234567) would log in:

Username: jpub4567

Password: Temp0712+

Students will be required to change the password in their Go! Account the first time they log into Moodle. The new password must be at least eight (8) characters long and include at least one (1) lower case letter, at least one (1) capital letter and at least one (1) number or special character.

Interactive Television (ITV) courses have two-way interactive video technology that connects teaching locations among SPCC campuses and throughout the state. ITV enables the course instructor and students in the classroom at one location to see, hear, and talk to students in comparably equipped classrooms at other locations. There are ITV classrooms on the L. L. Polk campus in Polkton, the Old Charlotte Highway campus in Monroe, and the Lockhart-Taylor Center in Wadesboro. These courses are taught by SPCC instructors and have "ITV" section numbers.

Registration for distance learning courses is handled in the same way as traditional course registration. Credit hours earned for taking these courses are the same as those earned for taking the same courses in a traditional classroom setting. The cost for distance learning is the same as for traditionally scheduled courses.

Students participating in distance learning courses must:

- Complete the Placement Test if needed.
- Meet required prerequisites and/or corequisites listed for the course in the College catalog.
- Possess the necessary skills and technical requirements needed to participate in distance learning courses.
- Complete all assigned coursework, discussions/chats, and assessments within the time constraints defined by the instructor.
- Access online and blended courses using the Internet, and complete requirements on or before the last published access date.

Distance learning is not for everyone. Although everyone might like the idea of not having to attend class, the flexible scheduling comes with extra demands. Students must decide if they are a good candidate for a distance learning course. Distance learning students need to be self-motivated and willing to work 12 to 15 hours every week on a course. They should be very disciplined and be able to create and adhere to a schedule of study, to read textbooks and articles, to do assignments, and to prepare for and take online tests.

Distance learning students must not only have access to the right equipment for the course but must know how to use it. When taking online and blended courses, access to a computer and a reliable Internet connection is needed. Although computers on campus are connected to the Internet, students must not rely on campus computers as the sole means of accessing their courses.

Some courses will require specific versions of software packages, such as a Microsoft Office. Many courses will require that students view PowerPoint presentations and/or create one as part of a course project. Students' computers must be loaded with the required software, or they must have the ability to save documents in a format that the instructor can open and read and that is agreed upon.

At a minimum, students using Moodle must be able to:

- Access and use their SPCC Office 365 email account
- Open and close a word processing program
- Enter and edit text
- Save a file to a hard drive or a flash drive
- Upload files from a hard drive or a flash drive
- Open existing documents
- Use passwords
- Protect against computer viruses
- Open and close a browser
- Navigate to different websites
- Create/find/use a bookmark or favorite

Academic Advisors

Every curriculum student is assigned an academic advisor(s). The academic advisor is available to students during his/her regularly scheduled office hours as well as by appointment. Students have the responsibility for planning their program of study with the help of the academic advisor. This involves (1) keeping up to date with College and division/department curriculum requirements, (2) keeping informed of academic deadlines and changes in academic policies, and (3) consulting with the academic advisor at each pre-registration period and at other times as needed. Current students can locate their academic advisor in Aviso.

Catalog of Record

The catalog that is current when a student enrolls in the College is called the catalog of record. The program of study listed in the student's catalog of record outlines the requirements that must be met for graduation. When changes occur in a program of study, a student may elect to move to the next catalog in which those changes are effective or continue in the current catalog. A request for change, found in Student Forms, must be filed with the Admissions Office in Student Affairs. Any deviation from the catalog of record must receive written approval by the student's academic advisor and his/her supervisor.

If a student has not attended South Piedmont Community College for at least one academic year, re-entry must be under the catalog in effect at the time of readmission.

Continuous Enrollment

As long as a student maintains continuous enrollment, the student's records (test scores, transfer credit evaluation, etc.) will remain valid. Continuous enrollment is defined as enrollment in consecutive fall and spring semesters. If a student does not maintain continuous enrollment, the student may be required to take the Placement Test, and/or repeat coursework.

Collaborative Agreements

If a student is taking classes at South Piedmont Community College toward a degree which will be awarded by another community college, such as Fire Protection Technology (Central Piedmont Community College), the student must meet the admissions and graduation requirements for that "host" college. Transcript evaluations will come from the host college. Most colleges will only accept 75 percent of the total program hours as transfer credit from another college. Check with the host college to find out their admissions, graduation, and transfer credit policies.

Changing or Adding a Program of Study

When students complete an application for admission to South Piedmont Community College, a program of study is selected or declared. To change this program of study or to add another program of study, students must complete the online Change of Program form or visit the Advising Center for assistance. Students may change their program only once per semester. Changing programs may result in loss of financial aid.

Students who seek a double major (dual program) and have a cumulative South Piedmont Community College GPA of at least 2.0 must first consult with their current program Academic Advisor. To identify the Academic Advisor, students may log into their Aviso account, which lists the Academic Advisor on the Home page. Cumulative GPA can also be found in Aviso on the Profile page.

Student Records

South Piedmont Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional records for five (5) years and are subject to all state and federal regulations governing the safety and confidentiality of those records:

- Complete application
- Registration and change notices
 - Veterans records
- Transcripts
- Registration forms
 - Test records (when applicable)
- Statement of waiver by the student for release of records, which also contains a list of those persons to whom the records are accessible

South Piedmont Community College will use the above information for the sole purpose of assisting students in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel at the institution for the accomplishment of this goal.

Students have the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Director of Student Advocacy and Accountability or a counselor. Each must provide identification and complete a Request for Release of Information form. Students will be allowed to view records within 45 days of the request.

Destruction of Records

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide the information contained in such records following their destruction. (This includes official, non-official, and faxed copies.)

Transcripts

Copies of South Piedmont Community College transcripts may be requested by completing a Transcript Request form available in the Registrar's Office or in Student Forms. Allow time for processing and mailing.

Transcripts are sent upon the written request of the student only. No transcript will be furnished for a student whose financial obligation to the College has not been satisfied. Transcripts cost \$5 each. If paying by check, the check must include a driver's license number and phone number. Starter checks are unacceptable.

A student may also obtain transcripts through the National Student Clearinghouse website at <http://www.getmytranscript.org>. The fee is \$5.00, plus \$2.50 per address to which the transcript is sent.

Academic Integrity Policy and Procedure

SPCC's Academic Integrity Policy and accompanying procedure address student rights and responsibilities regarding academic dishonesty. This policy applies to all students, including those in distance learning courses and programs.

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes, but is not limited to the following: cheating, plagiarism, fabrication/falsification, and complicity in academic dishonesty.

Cheating is an attempt to use or actual use of unauthorized materials in any format to complete an academic exercise. Cheating also includes the communication of unauthorized information during an academic activity or exercise.

Cheating includes, but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized according to the conventions appropriate for the assignment (APA style, MLA style, etc).

Self-plagiarism is the unauthorized use of one's own previous work without the express permission of both the instructor to whom the previous work was submitted and the instructor to whom the work currently is being submitted.

Fabrication/falsification is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Fabrication/falsification may include presenting dishonest information related to an academic activity or exercise; or creation of or altering information or citations related to an academic activity or exercise.

Complicity in academic dishonesty refers to intentionally giving unauthorized assistance to someone else who engages in academic dishonesty.

It is the student's responsibility to learn more about how to avoid academic dishonesty. If upon investigation the instructor determines there is an academic integrity violation, the student will be held accountable as stated below:

1. The instructor, after consulting with his/her supervisor, will notify the student in writing of the details of the academic integrity violation, which may include a formal warning, a reduced grade on an assignment, or a reduced grade in the course.

2. The instructor will send the student's name along with detailed evidence and documentation of the violation to his/her supervisor, Dean, and the Assistant to the Vice President of Academic Affairs to be added to the student's permanent academic record.

3. The Assistant to the Vice President of Academic Affairs will notify the appropriate Dean if there are previous documented offenses in the student's file. The Dean will determine the disciplinary action for the violation. Sanctions range from the minimum of a reprimand to a maximum of suspension depending on the severity and number of violations.

4. The Dean will notify the student in writing electronically and by physical mail of the disciplinary action for the violation. Notification will be sent to the student's college email address and the home address on record. A copy of the disciplinary action letter will be sent to the Vice President of Academic Affairs/CAO, and the Assistant to the Vice President of Academic Affairs to be added to the student's permanent academic record.

Appeal of Academic Integrity Violation

Students may appeal the academic integrity violation and/or the disciplinary action resulting from the violation using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. A formal appeal of the academic integrity violation and/or the disciplinary action must be received within five (5) business days after the notification to the student of the violation. This appeal must be submitted through the Formal Academic Integrity Appeal form located on the www.spcc.edu website. This form must be completed in its entirety. All documentation supporting the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Interim Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.

2. Within ten (10) business days of receipt of the appeal, the Student Appeals Team will review the appeal through a hearing. The student and the instructor will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call or virtually.

- a. The appeal meeting is a conflict resolution and not a judicial proceeding.
- b. The student may not record this meeting but may take notes.

3. The Interim Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email and certified mail) and the instructor (by SPCC email) of the decision on the appeal within five (5) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Interim Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

Attendance

Regular attendance and participation are essential to student learning and successful completion of a course. South Piedmont Community College recognizes that students are adults with many responsibilities and occasionally absences are unavoidable. However, absences in no way lessen the student's responsibility for meeting the requirements of the course.

Attendance in Traditional or Web-Enhanced Classes

Traditional or web-enhanced courses are seated classes in which students attend on campus or at other designated physical locations. Absences are counted from the first official meeting of the course regardless of when the student registers for, or enters, the course.

Students are responsible for all work missed during their absence. Instructors are not required to accept makeup or missed work; therefore, acceptance of makeup or missed work is at the discretion of the instructor.

Attendance may be used as a factor in determining the final grade for a course. This factor must be included in the instructor's syllabus. Instructors are responsible for discussing their syllabus at the first class meeting of each course.

Instructors may withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. In the event that a student's absences in a course exceed 12.5 percent of the course contact hours, the instructor may submit a Withdrawal Form to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal. The 12.5 percentage is calculated by doubling the number of course contact hours as listed in the College catalog. For example, the 12.5 percent point for a three (3) contact hour course is six (6) class hours. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

Punctuality is also essential to student learning. Students are expected to arrive to class meetings on time and to stay for the entire class period. Arriving late or leaving early disrupts the learning environment. Each instructor is responsible for addressing punctuality in the course syllabus.

Attendance in Distance Learning Classes (100 Percent Online)

Distance learning courses are taught totally online via the Moodle course management system. Student "attendance" in online courses is defined as active participation in the individual online course. Active participation is tracked through weekly login records, submission/completion of assignments by the posted due dates, completion of tests, and communication with the instructor as outlined in the course syllabus. If a student fails to maintain active participation for a period equivalent to 12.5 percent of the total instructional days for the semester/term and has made no contact with the instructor, the instructor may withdraw the student from the course by submitting a Withdrawal Form to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal.

The inactivity period equivalent to 12.5 percent is defined as follows:

- 10 instructional days for a 16-week course
- 8 instructional days for a 12-week course
- 5 instructional days for an 8-week course

For any situation that results in the student being unable to log into his/her online course, the student is responsible for contacting the instructor.

Attendance in Blended Classes

Blended courses have both online and seated class attendance requirements. Instructors may withdraw students who violate the instructor's attendance policy as outlined in the course syllabus. In the event that a student's absences in a course exceed 12.5 percent of the on-campus contact hours for the course,

the instructor may submit a Withdrawal Form to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal. The College does not differentiate between "excused" and "unexcused" absences in calculating course attendance.

If the student fails to maintain active online participation for a period equivalent to 12.5 percent of the total instructional days for the semester/term and has made no contact with the instructor, the instructor may withdraw the student from the course by submitting a Withdrawal Form to the Registrar's Office, and a grade of "WI" (Withdrawal by Instructor) will be assigned. Prior to submitting the Withdrawal Form, the instructor will attempt to notify the student of the impending withdrawal.

The inactivity period equivalent to 12.5 percent is defined as follows:

- 10 instructional days for a 16-week course
- 8 instructional days for a 12-week course
- 5 instructional days for an 8-week course

For any situation that results in the student being unable to log into his/her online course, the student is responsible for contacting the instructor.

Department Attendance Requirements

A curriculum department may be more stringent in its attendance requirements but cannot be more lenient. If a department decides to have more stringent attendance requirements, then all instructors in the department must incorporate these requirements into their syllabi and advise their students of these requirements at the first class meeting of each course. If an external accrediting agency requires a more stringent attendance policy for a program in a department than the College's attendance requirements, that requirement will be incorporated into the syllabi. Changes to the College's attendance requirements must be approved in advance by the Vice President of Academic Affairs/Chief Academic Officer.

Absences for Religious Observances

South Piedmont Community College will authorize two excused absences each semester (fall and spring) for religious observances required by the faith of a student.

SPCC requires that the student provide written notice of the request for an excused absence a minimum of two (2) weeks prior to the date of the religious observance. The student will be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance. The student must communicate with the instructor in advance of the absence to determine how and when the missed work will be completed.

Census Dates

Entry into classes at SPCC requires students to have physically attended and/or to have logged into their Moodle courses and completed the Start Up Activity in order to be counted for funding purposes. Entry into a course must occur by the census date/10 percent point for the course. Census dates differ depending on the type of course in which the student is registered.

Students who have neither logged into their Moodle course and completed the Start Up Activity by the census date nor attended a seated class meeting by the census date will be considered "Never Attended" and removed from the course.

Traditional or web-enhanced classes: Students must be physically present by the census date/10 percent point for the course. Students who have not attended any class meeting by the census date will be considered "Never Attended" and removed from the course.

Distance learning or online classes: Students must log into Moodle and complete the Start Up Activity by the census date/10 percent point in the course. Students who have not logged into Moodle and completed the Start Up Activity by the census date will be considered "Never Attended" and removed from the course.

Blended classes: Students must log into Moodle and complete the Start Up Activity by the census date/10 percent point in the course or must have physically attended a seated class meeting by the census date/10 percent point in the course. Students who have neither logged into Moodle and completed the Start Up Activity by the census date nor attended a seated class meeting by the census date will be considered “Never Attended” and removed from the course.

Credit by Examination (Test Out)

Students may request academic credit for a course by demonstrating the required level of proficiency for that course. Approval for a credit by examination or test out is at the discretion of the course instructor.

- Register and pay for the course as listed in the class schedule.
- Financial aid does not pay for credit by examination.
- Veteran's Benefits do not pay for credit by examination.
- Students must speak with the instructor for the course concerning their desire to test out.
- The credit by examination must occur before the 10 percent point or census date for the course.
- Students must score at a “B” grade level or higher on the test.
- Students will be assigned a grade of “CE” on their transcript. This grade is not used in computing GPA.

The credit by examination may be attempted only once for each course. If a grade of “D,” “F,” or “I” has been received previously for the course, students are not eligible to take a credit by examination for that course. If a student drops or withdraws from a course, the student is not eligible to take a credit by examination for that course during that semester.

Independent Study

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study classes are only used in extraordinary cases and when other alternatives, such as online, video conference, schedule modification, etc., are not available. Generally, independent study courses are used when students have an immediate need for a course in order to fulfill graduation requirements. Independent study classes are rare and must have the approval of the appropriate dean prior to the creation of the class.

Registration for the course should take place during regular semester registration. All independent study classes must be required or elective courses in the program of study. Faculty member and student meet face-to-face weekly throughout the semester to discuss/assess progress toward meeting the course learning outcomes and for conducting the course assessment processes. The face-to-face meeting schedule is negotiated in advance of the course start date by faculty and student, and the total meeting hours must be at least one-third of the total contact hours of the course. For example, during a 3-credit hour 16-week course, faculty and student would meet face-to-face for one hour each week, resulting in a total of at least 16 hours meeting time. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

Experiential Learning

Experiential learning integrates classroom learning with practical work experience in a work setting related to each student's program of study. Experiential learning opportunities include Work-Based Learning (WBL), Apprenticeship, Clinical courses/components, practicum courses/assignments, and Service Learning.

The objective of experiential learning is to expand the student's learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learned in the classroom. Students will work under a structured learning plan and under the guidance of a designated supervisor at an approved work site.

To be eligible to participate in experiential learning, students must meet the following minimum guidelines:

- Be enrolled in a course/program of study approved for experiential learning
- Be in good academic standing as defined by a GPA of 2.0 or a GPA as otherwise indicated by the program of study
- Have approval from their Dean and Vice-President of Academic Affairs or their designees

In the event a student's behavior is not consistent with sound work practices and/or safety essential to the work site, the student may be removed from the work site by the on-site supervisor or the appropriate college official. Students who are removed from a work site for any reason may not be placed in another site without approval of the appropriate Dean and Vice-President of Academic Affairs.

Course Substitution

Students may request to substitute an equal or higher-level course required in the program of study based on particular occupational goals. The exception is that substitutions are not allowed for a program's core courses. Core courses are listed under "Major Hours - Core Courses" in the Programs of Study section of this catalog. All substitutions must be approved by the student's advisor, the appropriate dean, and the Registrar.

No course substitutions will be accepted if a student has not met SPCC's prerequisite and/or corequisite for the required course.

A maximum of five (5) courses may be credited for any associate degree through course substitution, three (3) courses for diploma, and one (1) for certificate.

No course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for the program allows for the substitution. Re-entering students must take ENG 111; no course substitutions for ENG 110 will be approved. All re-entering students will be strongly encouraged to retake the College Placement Test. Re-entering students must retake the Placement Test if scores are older than ten (10) years.

Course Prerequisites

Students must comply with regulations stipulating that courses may not be taken until all state and local prerequisites have been met. If withdrawing from a prerequisite course, the student will also be dropped from currently registered courses requiring the prerequisite.

Course Corequisites

A corequisite course is a course that must be taken simultaneously with another course. If withdrawing from a corequisite course, the student must also withdraw from the course requiring the corequisite.

Course Withdrawal

South Piedmont Community College recognizes that from time to time it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of "W" after the class census date and through the 70 percent point of the semester. Students can access the Withdrawal Form in Student Forms.

Before withdrawing from a course, be aware that course withdrawals:

- May affect financial aid status
- May affect transfer grade point average
- May affect anticipated graduation date

After the 70 percent point of the semester, if the student must withdraw from one or more classes, the Vice President of Student Affairs may grant an **administrative withdrawal**. To petition for an administrative withdrawal after the 70 percent point of the semester, the student must:

- Submit an administrative withdrawal request found in Student Forms.
- Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.
- Submit the completed request form along with documentation at least two (2) weeks before the end of classes for the semester in question.

In cases where the Vice President of Student Affairs formally approves the withdrawal, a grade of "W" will be assigned.

Students who withdraw through the 60 percent point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

NOTE: If the course the student wishes to take has a prerequisite or a corequisite, the student is required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When withdrawing from a course with a corequisite, both the corequisite and the course requiring the corequisite must be withdrawn. If a student is preregistered for a course in which the requisite is required, the course requiring the requisite will also be dropped.

Course Repeat

In an effort to earn a higher grade and/or to enhance mastery of course content, students may repeat any curriculum course, but may not enroll in the same course more than two (2) times without approval of the Associate Vice President of Academic Affairs for Student Success. Although all grades will appear on the transcript, only the highest grade will be counted toward the cumulative grade point average (GPA) at South Piedmont Community College.

The University of North Carolina System and other colleges and universities require that a grade of "C" or better be earned in each transfer course completed. If a student is planning to transfer, realize that receiving institutions do not have consistent policies regarding coursework that is repeated and may recalculate grade point averages to include the grade(s) originally assigned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is the student's responsibility to determine their status in regard to veterans benefits and financial aid.

If a student has been dismissed from (or have dropped out of) a program that requires specific admissions, (i.e., curriculum and continuing education health programs, BLET, etc.) they will not be permitted to repeat any course in that particular program without being officially accepted into that program.

Grade Forgiveness

Any returning student who has not attended South Piedmont Community College for five (5) years and upon re-enrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior coursework more than five (5) years old with a grade of less than "C" excluded in calculating the cumulative GPA.

- These credits must not be required to satisfy any previous degree requirements.
- Only prior courses with grades below a "C" are eligible for grade forgiveness.
- Students must submit a grade forgiveness request found in Student Forms.
- Only one grade forgiveness request will be accepted. If the request is approved, the record of the earlier coursework remains on the transcript but is not calculated in the cumulative grade point average.

- For instances in which grade forgiveness is granted for courses completed at South Piedmont Community College and then transferred to another college or university, the receiving institution may choose to disregard those course grades. Other colleges or universities may elect to include grades forgiven in computing the grade point average (GPA).

Grades

The evaluation of each student's coursework will be reflected in a final letter grade assigned by the instructor at the end of each semester or term. Grades will be posted in Go Portal. The 4.0 quality point system is used to calculate the quality point averages. Quality points are the numerical equivalents of the letter grades and are used to determine academic honors. The letter grades used are:

Grade	Rating	Quality Points (per credit hour)
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
AP*	Advanced Placement	0
AU*	Audit	0
CC*	Course Completion	0
CE*	Credit by Examination	0
I*	Incomplete	0
NA*	Never Attended	0
P*	Passing	0
R*	Re-Enroll	0
SR	Senior Citizen Audit	0
T*	Transfer	0
TP*	Tech Prep	0
W*	Withdrawal	0
WI*	Withdrawal by instructor	0

*These grades do not affect GPA.

Grade Point Average (GPA)

GPA is a calculation of credits earned and grades received. The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. A minimum GPA of 2.0 in the program of study and overall is necessary to meet grade requirements for graduation.

Academic Evaluations (EVAL)

The academic evaluation identifies the course requirements for the student's program, indicates which of these courses have been completed, and reflects the program of study GPA (courses, grades, and quality points included in the program). Students may obtain an academic evaluation from their advisor, from the Student Affairs Office, the Advising Center, or Go Portal.

Academic Honors

Students enrolled in a curriculum program leading to a degree, a diploma, or a certificate, are eligible for the Academic Honors lists. Special credit students are not eligible for academic honors. Students who earn grades of "D," "F," or "I" for the semester are also not eligible. Any repeated (coursework previously attempted), developmental education courses or earned grades of "W" or "WI" will be excluded from the minimum semester hours.

- **Dean's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 3.5 GPA or higher (but less than a 4.0 GPA) will be placed on the Dean's List. Only courses at or above the 100 level are considered in calculating eligibility for academic honor.
- **President's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 4.0 GPA will be placed on the President's List. Only courses at or above the 100 level will be considered in calculating eligibility for academic honor.

Course Auditing

If a student wishes to attend classes regularly but does not want to take examinations or receive credit, the student may register as an auditor. If the course has requisites, then all requisites must be met before enrolling. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A grade of "AU" will be assigned. Enrollment in a course for credit cannot be changed to audit after the class census date. The participation of auditors in class discussions or examinations is optional with the instructor. Student auditors are expected to pay regular tuition and fees for audited courses. Federal regulations do not allow financial aid for courses being audited.

Senior citizens who wish to register as an auditor must also meet all requirements of the course. A grade of "SR" will be assigned. Senior citizen student auditors are expected to pay for associated fees and textbooks for audited courses.

Incompletes

An instructor may assign a grade of "I" if a student is unable to complete all the requirements of a course subject to the following conditions:

- Student has regularly attended class.
- Student has completed 75 percent of the course material with a passing average prior to assignment of the "I."
- Circumstances beyond the student's control interfere with the ability to complete the course by the last day of the semester or term.
- There is reasonable expectation that the remaining work can be completed before the last day of classes of the following semester or term.

"I" grades cannot be awarded if the student does not attend class, complete work, withdraw from the course, or request an "I" to avoid receiving a failing grade.

If the conditions above are met and an incomplete in a course is sought, the student should discuss the appropriateness of an incomplete grade with the instructor. Incompletes must have approval of both the instructor and the division/departments chair. If the work is not completed by the instructor's required completion date, the "I" is automatically converted to an "F." Refer to the current Student Handbook for more details.

Appeal of Final Course Grade

Any student who believes that an instructor has unfairly assigned a final course grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

Step 1. Any student wishing to appeal a grade must consult with the instructor issuing the grade within five (5) business days after the respective course grade is posted in the student Go Portal located on the SPCC website. The consultation may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). (After the student has made a reasonable effort to contact the instructor and the instructor has not responded, the student should proceed to Step 2 and contact the supervisor of the respective division/department.)

Step 2. If, after consultation with the instructor, the complaint is not resolved, the student should consult with the supervisor of the division/department in which the instructor taught the course for which the questioned grade was issued within ten (10) business days after the date the grade was posted in the student Go Portal located on the SPCC website. If the instructor is a division/department supervisor, the student should contact the Interim Vice President of Academic and Student Affairs/Chief Academic Officer (CAO). The consultation may be in person, by conference call, or virtually.

Step 3. Should the matter remain unresolved after consulting with the supervisor, a formal appeal of the grade must be received within fifteen (15) business days after the grade was originally posted in the student Go Portal located on the SPCC website. This appeal must be submitted through the Formal Final Course Grade Appeal form located on the www.spcc.edu website. This form must be completed in its entirety. All documentation supporting the reason for the appeal including emails, copies of graded work, syllabus, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Interim Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.

Step 4. Within ten (10) business days of the receipt of the appeal, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing. The location will be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call, or virtually.

Step 5. The Interim Vice President of Academic and Student Affairs/CAO will notify the student (by the student's SPCC email and certified mail) and the instructor (by SPCC email) on the decision of the appeal within five (5) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Interim Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

Academic Standards Policy

Students must maintain satisfactory academic standards. Academic evaluation of student performance occurs at the end of each semester. Minimum satisfactory academic performance is defined as maintaining a cumulative Grade-Point Average (GPA) of at least 2.0 (a grade of "C").

Academic Intervention

Counseling Services reviews students' academic progress each semester. The first semester a student earns a grade point average below a cumulative minimum of 2.0, the student will be placed on academic intervention. Academic intervention status will not limit the number of hours a student may take during that semester; however, the student is encouraged to meet with a counselor to complete an academic success plan. The student will have one semester to meet the required 2.0 cumulative GPA. Failure to do so will result in being placed on academic probation.

Academic Probation

The second and all subsequent semesters a student has a grade point average below the minimum 2.0 required for the cumulative hours attempted for his/her current major, the student will be placed on academic probation. During the academic probation period, the student's hours will be limited, and the student will meet with a counselor to register for classes and create an academic success plan. Failure to meet the required 2.0 grade point average during the probationary semester may result in one or more of the following:

- An additional semester of academic probation
- Limited academic course load and counseling
- Loss of financial aid; refer to Section III, Satisfactory Academic Progress for Students Receiving Financial Aid for additional requirements
- Loss of VA educational benefits; refer to Section III, Satisfactory Academic Progress for Students Receiving Financial Aid for additional requirements
- Academic suspension for a semester or more (students suspended for academic reasons will automatically be placed on probation for their first returning semester; refer to Academic Suspension below for further information)
- Other as defined by the Vice President of Student Affairs

Academic Suspension

Under academic suspension, students:

- Are officially prohibited from enrolling in credit courses at South Piedmont Community College for at least one semester (fall, spring, or summer)
- May register only for continuing education courses at SPCC
- Must submit a letter requesting readmission to the Vice President of Student Affairs
- If permitted to return, will be readmitted on academic probation. Under this status, students must meet with a counselor to complete an academic plan and obtain the counselor's approval of their proposed course schedules before registering for the next semester.
- Must achieve a minimum 2.0 GPA for each semester. If students do not achieve a semester GPA of 2.0 while on probation following a suspension, they again may be placed on Academic Suspension.
- When students' cumulative GPA is at least 2.0, they will return to Good Academic Standing.

Students may appeal the decision of the Vice President of Student Affairs by notifying the President no later than five (5) days following the notification of suspension status. The President's decision is final.

Appeal for Program Dismissal Procedure

Students who have been dismissed from an academic program due to reasons other than charges of a violation of academic integrity and/or a final grade may appeal using the procedure below. Failure to follow the procedure will result in forfeiture of the appeal. Students needing assistance in navigating the appeal procedure should contact the Director of Student Advocacy and Accountability for guidance.

1. A formal appeal of the program dismissal must be received within three (3) business days after the dismissal. This appeal must be submitted through the Formal Appeal for Program Dismissal form located on the www.spcc.edu website. This form must be completed in its entirety. All documentation supporting

the reason for the appeal, including emails, any corrective action being requested, etc., must be attached to the appeal form. Incomplete or insufficient documentation will forfeit the appeals process. (Students needing assistance with completing the form may contact the Assistant to the Interim Vice President of Academic and Student Affairs/CAO or the Director of Student Advocacy and Accountability.) The student will receive notification of receipt of the appeal.

- Upon the receipt of the appeal, the student will be placed on the status of dismissal pending. While in this status, the student may not attend any program activities (classroom, clinical, lab or club activities).
2. Within three (3) business days of the receipt of the appeal, the Student Appeals Team will review the appeal. The student and the instructor will be notified of the date, time, and location of the hearing. The location may be in person (on campus), by conference call (on the phone), or virtually (video conferencing with a call-in option). Both parties may present pertinent information. At the discretion of the Student Appeals Team, other pertinent individuals may be contacted for additional information, either in person, by conference call or virtually.
- The appeal meeting is a conflict resolution and not a judicial proceeding. The student may not record this meeting but may take notes.
3. The Interim Vice President of Academic and Student Affairs/CAO will notify the student (by student SPCC email and certified mail) and the instructor (by SPCC email) of the decision on the appeal within three (3) business days after the review. The decision of the Student Appeals Team is final.

The Student Appeals Team is a standing team appointed by the Interim Vice President of Academic and Student Affairs/CAO and will consist of five (5) voting members to include representatives from faculty, staff, and the student body. (The student representative will be selected from a pool of student leaders within the college.) The Student Appeals Team is chaired by the Director of Student Advocacy and Accountability and is a non-voting member.

Academic Enrichment Programs

The Association of American Colleges and Universities has identified teaching and learning practices that result in academic challenge, student engagement, and “deep learning” (Kuh, 2008). These high-impact practices are the foundation of SPCC’s Academic Enrichment Programs: ePortfolio, a capstone project, Honors, Global Scholars of Distinction, Service Learning, First-Year Experience, Learning Communities, and Undergraduate Research. Assessment of these active learning practices reveals their effectiveness in measuring student learning over time.

SP ePortfolio

Students in the School of Arts and Sciences complete ePortfolios, a web-based collection of their best academic work, which tells the student’s learning story. Academic work from courses across the curriculum are selected and reflections are written to explain the significance of their learning. Students learn how to present themselves professionally to demonstrate their skills for employers and universities. For information, email tfrailly@spcc.edu.

SP Global Scholars of Distinction

Global Scholars of Distinction is an academic program that provides SPCC students with global competencies and skills needed for employment and university transfer. Affiliated with UNC’s World View program, NC Global Distinction Initiative, students complete 15 hours of globally focused courses and experience co-curricular activities on campus and in the community. Students create and present a capstone project on a global, international, or intercultural issue. With SPCC’s Study Abroad Program, students have opportunities for international travel and learning.

Students in any SPCC degree program with a GPA of 2.5 or higher may participate in Global Scholars. Upon completing the program, students will receive the Global Scholars of Distinction notation on their transcripts, a certificate of completion from UNC Chapel Hill, and graduation honors. For information on Global Scholars of Distinction, email tfrailly@spcc.edu.

SP Honors

The SP Honors Program provides an intellectually challenging curriculum for high achieving students in any degree program. Honors option courses enrich traditional college coursework by offering additional opportunities for critical thinking, communication, information and technology literacy, academic integrity, and social responsibility. The Honors Contract provides students with the option to collaborate with faculty to create an Honors experience in any curriculum course.

The benefits of the Honors program include articulation agreements with Wingate University, Appalachian State University, UNC Greensboro, Mars Hill University, Western Carolina University, and UNC Asheville; potential transfer of Honors credits to additional four-year institutions; presentation opportunities at the NC Honors Association Conference, National Collegiate Honors Association, and symposiums; documentation on their SPCC transcript; and honors cords. For information, email tfrailly@spcc.edu.

SP Service Learning

This program combines traditional classroom instruction with the opportunity for students to apply their learning through community service. The projects meet the learning outcomes for the course by integrating practical, hands on experience with reflective practice to offer enhanced opportunities for personal and professional growth.

The program gives students the chance to serve the community and earn college credit at the same time. For information on service learning, email tfrailly@spcc.edu.

First Year Experience

The First Year Experience (FYE) at SPCC is designed to help students make a smooth transition to college. The FYE program offers a learning community, workshops, and events throughout the year to help students connect with college resources, excel in classes, and get comfortable on campus. The FYE program will help provide what is needed to succeed. For information, email rbrown@spcc.edu.

Learning Communities

Students in learning communities take two or more courses together and meet regularly to discuss course topics and interdisciplinary connections. Professors mentor students and encourage students to question. Students are challenged to apply their learning in and outside the classroom with practices such as common readings, community-based service, professional topics, and undergraduate research. For information, email rbrown@spcc.edu.

Undergraduate Research

Undergraduate research introduces students in the arts or sciences to the exciting world of inquiry and analysis. Students ask and investigate questions that are important to their studies or career, so the research is relevant to them. Learning communities, faculty mentoring, presentation, and/or publication opportunities assist in the development of their skills. For information, email ssilvoy@spcc.edu.

Requirements for Graduation

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in English, reading, mathematics, and computer skills.

Students are not required to submit an application for graduation. Graduation eligibility is determined by the Registrar's Office.

Degree, Diploma, and Certificate Requirements

For most programs, a student is eligible for graduation when they have satisfied the specific requirements of the college and the program for which they are enrolled, completed a minimum of 25% of the credit hours required in residence at SPCC, and have earned at least a 2.0 program and overall GPA. Students accepted into programs with competitive entrance requirements may have to meet other graduation criteria.

Students enrolled in a degree (diploma), will automatically be eligible for graduation in lower level diploma and certificate programs.

Students continuously enrolled may graduate using the catalog under which initially enrolled or the current catalog (the advising center can help update a catalog year). A student's record will be made inactive if they do not enroll for two consecutive terms (summer term excluded). If a student's record is made inactive, the catalog year will be updated based on the semester the student returns.

Students are responsible for ensuring that they have met all program and course requirements to earn their degree, diploma, and/or certificate.

Graduation Eligibility Notification

Students who meet graduation eligibility requirements will be notified of their pending graduation through their South Piedmont Community College email account. Any student who believes they are eligible for graduation, but has not received notification after midterm, should contact their advisor or the Advising Center.

Students completing their program of study in the summer semester must be enrolled in their final courses by April 1 to ensure their eligibility to participate in the spring graduation ceremony.

Upon receiving the graduation eligibility notification from the Registrar's Office, students will be directed to complete the required Graduation Information Form. This form must be submitted by April 1 to have the student's name printed in the spring Commencement program.

Courses withdrawn or failed may change program status and graduation eligibility.

Distribution of Degrees, Diplomas and Certificates

Degrees, diplomas and certificates are NOT given out at the commencement ceremonies. The Registrar's Office completes graduation processes and mails awards within six (6) weeks after final grades have been posted and final evaluations are complete. Before requesting final transcripts, students should check to make sure graduation has been posted.

Students need to make sure they complete the 'Graduation Information Form' once they receive the Graduation Eligibility notification via SPCC email. Awards will be mailed to the address provided on the Graduation Information Form. If students fail to update their name and address, the current information on file will be used. Students will be notified through their SPCC email if their award documents are returned by the post office. The award documents must then be picked up at the L.L. Polk Campus in Polkton within 90 days; unclaimed awards will be shredded. Replacement awards are \$5 each.

Degrees, Diplomas and Certificates will be mailed four to six weeks after graduation is confirmed.

Any changes that need to be made after the form has been submitted, should be sent to the Registrar's Office.

Students must have:

- Earned a 2.0 GPA (grade point average) in major and an overall 2.0 GPA
- Completed all required courses in program of study
- Satisfied all division or departmental requirements
- Met residency requirements for graduation
- Returned all property of the College, i.e., library books, videos, tapes, etc.
- Paid all fees due to the College
- Paid graduation fee (if participating in graduation)
- Ordered cap and gown (if participating in graduation)

Graduation exercises will be conducted at the end of spring semester for students who will complete **all** coursework by the end of summer term. This includes courses taken at other colleges during the summer term. Upon completion of courses taken at other colleges during the summer term, students must submit official transcripts to the SPCC Registrar's Office, PO Box 126, Polkton, NC 28135, for immediate evaluation. Students will not receive a degree or diploma until official transcripts have been received and evaluated by the SPCC Registrar.

Students who have taken classes at South Piedmont Community College toward a degree which will be awarded by another college, must meet the graduation requirements of that college.

Residency Requirement for Graduation Policy

To graduate from SPCC, students must complete a minimum of 25 percent of the credit hours required for a degree, diploma, or certificate in residence at SPCC. In meeting this requirement, students must complete at least 25 percent of the credit hours in the respective program (excluding general education requirements) at SPCC, unless otherwise approved by the College.

Examples of credits that do not meet the 25 percent requirement include, but are not limited to: transfer, credit by exam, AP, CLEP, or other forms of credits that do not involve SPCC course completion. Students changing programs at SPCC must meet the 25 percent requirement for the new program of study. Students may be required to repeat coursework for credit.

SPCC Graduation / Persistence Rates

Information regarding the persistence rates relative to degree completion of students at South Piedmont Community College is available on the SPCC website under Consumer Information, <https://spcc.edu/consumer-info/>.

Honor Graduates

Students who receive an associate degree and have a grade point average of 3.5 or higher in their major, will have honors noted on their degree. Honor graduates must have completed at least one-half (50%) of the credit hours required for a degree from South Piedmont Community College.

Graduates of Excellence

The Graduates of Excellence program annually honors four outstanding graduates for their academic achievement, college and community leadership, and service to professional organizations. These graduates demonstrate the qualities necessary for a successful future and serve as role models for their colleagues.

Reverse Transfer

The Reverse Transfer Program is a collaborative effort between North Carolina's Community Colleges and the University of North Carolina's 16 constituent institutions.

Students who transfer from one of the 58 North Carolina community colleges to a North Carolina university are given the opportunity to combine the credits earned at the university with credits previously earned at the community college to determine if the associate degree requirements have been met.

Twice a year, community colleges will evaluate transcripts received from the university and inform students if an associate degree has been earned. If an associate degree is awarded, the community college will send details on how to obtain a printed diploma and graduation information to the student's university email.

To graduate from SPCC, students must meet residency requirements for graduation. A minimum of 25 percent of the credit hours in the respective program must be completed at SPCC.

Students who would like to participate in the reverse transfer program should contact the UNC System office reverse transfer director.

Visit the University of North Carolina Reverse Transfer Program for complete details and FAQs for Students.

PROGRAMS OF STUDY

South Piedmont Community College offers programs of study in a wide range of college transfer and career areas. These programs of study lead to a certificate, a diploma, or an associate degree.

Most courses are offered on a 16-week semester basis or 80 school days. Courses may also be offered as 12-week, 8-week, or 4-week sessions. Courses are offered during the day, evenings, weekends, and as distance learning. Not all programs courses are offered at all of these times or as distance learning options.

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

College Transfer

College Transfer programs are designed to parallel the freshman and sophomore years of a four-year college or university. During the first two years of college, students take a program of general education coursework in the areas of English composition, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics. These general education courses will enable students to gain a well-rounded education before going on to a four-year college or university.

College Transfer students may work toward an Associate in Arts (A.A.), Associate in Fine Arts - Visual Arts (A.F.A.), Associate in Science (A.S.), or Associate in Engineering (A.E.) Degree. Students may attend classes full time or part time during the day, evening, or online.

During the first semester, students are assigned an advisor who will help select appropriate courses. All courses are approved by the State's Transfer Advisory Committee and will meet general education requirements in all schools in the University of North Carolina system. Students must meet the receiving university's health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Community College graduates of the Associate in Arts, Associate in Fine Arts - Visual Arts, or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college. Courses offered through bilateral agreements may not transfer to all receiving institutions.

Community College graduates completing the Associate in Engineering Degree who have a GPA of at least 2.5 and a grade of C or better in all AE courses will have fulfilled the program entry requirements and will receive at least 60 semester hours of academic credit upon admission to a UNC institution.

Courses that have been approved by the North Carolina Community College System and the University of North Carolina system as Universal General Education Transfer Component (UGETC) courses are designated in bold in this catalog within the programs of study.

Associate in Arts Degree

(A10100)

The Associate in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

South Piedmont offers the option of earning the Associate in Arts Degree in one year (A10100Y). This is an accelerated degree program leading to an Associate in Arts degree in twelve months. To be eligible for consideration, students must have at least a 3.0 high school GPA and maintain a 2.5 GPA or higher while in the program. Courses are offered in two-, four-, and five-week sessions. Students take no more than two courses at a time and all courses are delivered in both online and seated formats.

GENERAL EDUCATION CORE45 SHC

English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)

Communications (3 SHC)

- Intro to Interpersonal Communication (**COM 120**)
- Public Speaking (**COM 231**)

Humanities/Fine Arts (6 SHC)

- Choose two courses from the following:
 - Art (**ART 111, ART 114, ART 115**)
 - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
 - Music (**MUS 110, MUS 112**)
 - Philosophy (**PHI 215, PHI 240**)

Social/Behavioral Sciences (9 SHC)

- Choose three courses (minimum 2 subjects) from the following:
 - Economics (**ECO 251, ECO 252**)
 - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
 - Political Science (**POL 120**)
 - Psychology (**PSY 150**)
 - Sociology (**SOC 210**)

Mathematics (4 SHC)

- Choose one course from the following:
 - Mathematics (**MAT 152, MAT 171, Direct placement into MAT-271 may be substituted**)

Natural Sciences (4 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A; AST 151/AST 151A**)
 - Biology (**BIO 110, BIO 111**)
 - Chemistry (**CHM 151**)
 - Geology (**GEL 111**)
 - Physics (**PHY 110/PHY 110A**)

Additional General Education (13)

- Critical Thinking (**HUM 115**)
- Foreign Language (Choose two courses from one of the following groups:)
 - American Sign Language (**ASL 111, ASL 112, ASL 211, ASL 212**)
 - Chinese (**CHI 111, CHI 112**)
 - French (**FRE 111, FRE 112**)
 - German (**GER 111, GER 112**)
 - Russian (**RUS 111, RUS 112**)
 - Spanish (**SPA 111, SPA 112, SPA 211, SPA 212**)
- Choose a minimum of 4 hours from the following:
 - **ART 111, ART 114, ART 115, ART 116, ART 117**
 - **ASL 111, ASL 112, ASL 211, ASL 212**

- **AST 111/AST 111A; AST 151/AST 151A**
- **BIO 110, BIO 111, BIO 112, BIO 130, BIO 140**
- CHI 111, CHI 112
- CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**
- CIS 110, CIS 115
- COM 110, **COM 120**, COM 140
- **DRA 111**, DRA 115, DRA 126
- **ECO 251, ECO 252**
- ENG 113, ENG 114, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- FRE 111, FRE 112
- **GEL 111**
- GEO 111
- GER 111, GER 112
- **HIS 111, HIS 112, HIS 131, HIS 132**
- HUM 120, HUM 130, HUM 160
- **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273**
- **MUS 110, MUS 112**
- **PHI 215, PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
- **POL 120**
- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- **SOC 210**, SOC 220
- SPA 111, SPA 112, SPA 211, SPA 212

OTHER REQUIRED HOURS 16 SHC

Required Courses (1 SHC)

- ACA 122

Electives (15 SHC)

- Choose a minimum of 15 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
- ACC 120, ACC 121
- **ART 111, ART 114, ART 115**, ART 116, ART 117, ART 121, ART 122, ART 131, ART 171, ART 214, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288
- ASL 111, ASL 112, ASL 211, ASL 212
- **AST 111/AST 111A; AST 151/AST 151A**
- **BIO 110, BIO 111, BIO 112**, BIO 130, BIO 140, BIO 163, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275
- BUS 110, BUS 115, BUS 137
- CHI 111, CHI 112
- CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252
- CIS 110, CIS 115
- CJC 111, CJC 121, CJC 141
- COM 110, **COM 120**, COM 140
- CSC 151
- **DRA 111**, DRA 115, DRA 126
- **ECO 251, ECO 252**
- **EDU 144**, EDU 145, EDU 216, EDU 221
- EGR 150
- ENG 113, ENG 114, ENG 125, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- FRE 111, FRE 112
- **GEL 111**
- GEO 111
- GER 111, GER 112

- HEA 110
- **HIS 111, HIS 112, HIS 131, HIS 132**, HIS 145, HIS 221, HIS 236
- HUM 120, HUM 130, HUM 160
- JOU 110
- **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285
- **MUS 110, MUS 112**
- PED 110, PED 111, PED 113, PED 121, PED 122, PED 142, PED 186, PED 219
- **PHI 215, PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
- **POL 120**
- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- **SOC 210**, SOC 220
- SPA 111, SPA 112, SPA 211, SPA 212

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM61 SHC

Associate in Engineering Degree

(A10500)

Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses. To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

The Associate in Engineering degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science Engineering degree.

GENERAL EDUCATION CORE42 SHC

English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)

Communications (3 SHC)

- Public Speaking (**COM 231**)

Humanities/Fine Arts (3 SHC)

- Choose one course from the following:
 - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
 - Philosophy (**PHI 215, PHI 240**)

Social/Behavioral Sciences (6 SHC)

- Prin of Microeconomics (**ECO 251**)
- Choose a minimum of 3 additional hours:
 - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
 - Political Science (**POL 120**)
 - Psychology (**PSY 150**)
 - Sociology (**SOC 210**)

Mathematics (12 SHC)

- Calculus I (**MAT 271**)
- Calculus II (**MAT 272**)
- Calculus III (MAT 273)

Natural Sciences (12 SHC)

- General Chemistry (**CHM 151**)
- General Physics I (**PHY 251**)
- General Physics II (**PHY 252**)

OTHER REQUIRED HOURS18 SHC

- College Transfer Success (ACA 122)
- Intro to Engineering (EGR-150)
- Technology and Society (HUM 110)
- Choose a minimum of 12 credits from the following:
 - General Biology (**BIO 111**)
 - Chemistry (**CHM 152**, CHM 251, CHM 252)
 - C++ Programming (CSC 134)
 - Engineering Graphics (DFT 170)
 - Prin of Macroeconomics (**ECO 252**)
 - Engineering Statics (EGR 220)
 - Linear Algebra (MAT 280)
 - Differential Equations (MAT 285)
 - Fit and Well for Life (PED 110)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM60 SHC**Associate in Science Degree**

(A10400)

The Associate in Science degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science degree.

GENERAL EDUCATION CORE46 SHC**English Composition (6 SHC)**

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)

Communications (3 SHC)

- Intro to Interpersonal Communication (**COM 120**)
- Public Speaking (**COM 231**)

Humanities/Fine Arts (3 SHC)

- Choose one course from the following:
 - Art (**ART 111**, **ART 114**, **ART 115**)
 - Literature (**ENG 231**, **ENG 232**, **ENG 241**, **ENG 242**)
 - Music (**MUS 110**, **MUS 112**)
 - Philosophy (**PHI 215**, **PHI 240**)

Social/Behavioral Sciences (6 SHC)

- Choose two courses (minimum two subjects) from the following:
 - Economics (**ECO 251**, **ECO 252**)
 - History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
 - Political Science (**POL 120**)
 - Psychology (**PSY 150**)
 - Sociology (**SOC 210**)

Mathematics (8 SHC)

- Choose two courses from the following:
 - Mathematics (**MAT 171**, **MAT 172**, **MAT 263**, **MAT 271**, **MAT 272**)

Natural Sciences (8 SHC)

- Choose one group from the following:
 - **BIO 111 and BIO 112**
 - **CHM 151 and CHM 152**
 - **PHY 151 and PHY 152**
 - **PHY 251 and PHY 252**

Additional General Education (12)

- Critical Thinking (HUM 115)
- Foreign Language (Choose two courses from one of the following groups:)
 - American Sign Language (ASL 111, ASL 112, ASL 211, ASL 212)
 - Chinese (CHI 111, CHI 112)
 - French (FRE 111, FRE 112)
 - German (GER 111, GER 112)
 - Russian (RUS 111, RUS 112)
 - Spanish (SPA 111, SPA 112, SPA 211, SPA 212)
- Choose a minimum of 3 additional hours:
 - **ART 111, ART 114, ART 115**
 - ASL 111, ASL 112, ASL 211, ASL 212
 - **AST 111/AST 111A; AST 151/AST 151A**
 - **BIO 110, BIO 111, BIO 112, BIO 130, BIO 140**
 - CHI 111, CHI 112
 - CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**
 - CIS 110, CIS 115
 - COM 110, **COM 120**, COM 140
 - **DRA 111, DRA 115, DRA 126**
 - **ECO 251, ECO 252**
 - ENG 113, ENG 114, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
 - FRE 111, FRE 112
 - **GEL 111**
 - GEO 111
 - GER 111, GER 112
 - **HIS 111, HIS 112, HIS 131, HIS 132**
 - HUM 120, HUM 130, HUM 160
 - **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273**
 - **MUS 110, MUS 112**
 - **PHI 215, PHI 240**
 - **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
 - **POL 120**
 - **PSY 150**, PSY 241, PSY 281
 - REL 110, REL 211, REL 212, REL 221
 - RUS 111, RUS 112
 - **SOC 210, SOC 220**
 - SPA 111, SPA 112, SPA 211, SPA 212

OTHER REQUIRED HOURS15 SHC

Required Courses (1 SHC)

- ACA 122

Math Elective

- Choose a minimum of 3 hours from the following:
 - **MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285**

Sciences

- Choose a minimum of 8 hours from the following:
 - Astronomy (**AST 111/AST 111A**), (**AST 151/AST 151A**)
 - Biology (**BIO 110, BIO 111, BIO 112, BIO 130, BIO 140, BIO 163, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275**)

- Chemistry (CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252)
- Geology (**GEL 111**)
- Physics (**PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**)

Electives

- Choose a minimum of 3 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
 - ACC 120, ACC 121
 - **ART 111, ART 114, ART 115**, ART 116, ART 117, ART 121, ART 122, ART 131, ART 171, ART 214, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288
 - ASL 111, ASL 112, ASL 211, ASL 212
 - **AST 111/AST 111A; AST 151/AST 151A**
 - **BIO 110, BIO 111, BIO 112**, BIO 130, BIO 140, BIO 163, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275
 - BUS 110, BUS 115, BUS 137
 - CHI 111, CHI 112
 - CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252
 - CIS 110, CIS 115
 - CJC 111, CJC 121, CJC 141
 - COM 110, **COM 120**, COM 140
 - CSC 151
 - **DRA 111**, DRA 115, DRA 126
 - **ECO 251, ECO 252**
 - **EDU 144**, EDU 145, EDU 216
 - EGR 150
 - ENG 113, ENG 114, ENG 125, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
 - FRE 111, FRE 112
 - **GEL 111**
 - GEO 111
 - GER 111, GER 112
 - HEA 110
 - **HIS 111, HIS 112, HIS 131, HIS 132**, HIS 145, HIS 221, HIS 236
 - HUM 120, HUM 130, HUM 160
 - JOU 110
 - **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285
 - **MUS 110, MUS 112**
 - PED 110, PED 111, PED 113, PED 121, PED 122, PED 142, PED 186, PED 219
 - **PHI 215, PHI 240**
 - **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
 - **POL 120**
 - **PSY 150**, PSY 241, PSY 281
 - REL 110, REL 211, REL 212, REL 221
 - RUS 111, RUS 112
 - **SOC 210**, SOC 220,
 - SPA 111, SPA 112, SPA 211, SPA 212

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM61 SHC

Associate in Fine Arts in Visual Arts Degree (A10600)

A community college student who was enrolled in an Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of "C" or better in all courses that are designated for college transfer will receive credit for those courses. AFA students completing Universal General Education Transfer Component courses will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit. Students in the AFA programs who transfer must meet the general education requirements of the receiving institution.

The Associate in Fine Arts in Visual Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Fine Arts degree.

GENERAL EDUCATION CORE26 SHC

English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)

Communications (3 SHC)

- Intro to Interpersonal Communication (**COM 120**)
- Communication (**COM 231**)

Humanities/Fine Arts (3 SHC)

- Choose one course from the following:
 - Art (**ART 111**)
 - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
 - Music (**MUS 110, MUS 112**)
 - Philosophy (**PHI 215, PHI 240**)

Social/Behavioral Sciences (6 SHC)

- Choose two courses (minimum 2 subjects) from the following:
 - Economics (**ECO 251, ECO 252**)
 - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
 - Political Science (**POL 120**)
 - Psychology (**PSY 150**)
 - Sociology (**SOC 210**)

Mathematics (4 SHC)

- Choose one course from the following:
 - Mathematics (**MAT 152, MAT 171, MAT 271**)

Natural Sciences (4 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A; AST 151/AST 151A**)
 - Biology (**BIO 110, BIO 111**)
 - Chemistry (**CHM 151**)
 - Geology (**GEL 111**)
 - Physics (**PHY 110/PHY 110A**)

OTHER REQUIRED HOURS35 SHC

Required Courses (17 SHC)

- ACA 122
- **ART 114, ART 115, ART 121, ART 122, ART 131, ART 214**

Art Elective (9 SHC)

- Choose a minimum of 9 hours from the following:
 - ART 116, ART 117, ART 135, ART 171, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288

Foreign Language (6 SHC)

- Choose two courses from one of the following groups:
 - American Sign Language (ASL 111, ASL 112, ASL 211, ASL 212)
 - Chinese (CHI 111, CHI 112)
 - French (FRE 111, FRE 112)
 - German (GER 111, GER 112)
 - Russian (RUS 111, RUS 112)
 - Spanish (SPA 111, SPA 112, SPA 211, SPA 212)

Electives (3 SHC)

- Choose a minimum of 3 additional hours from the college transfer general education, elective and/or pre-major courses listed below (maximum two credits from PED prefix):
 - ACC 120, ACC 121
 - **ART 111**, ART 116, ART 117, ART 132, ART 171, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 283, ART 284, ART 288
 - ASL 111, ASL 112, ASL 211, ASL 212
 - **AST 111/AST 111A; AST 151/AST 151A**
 - **BIO 110, BIO 111, BIO 112**, BIO 130, BIO 140, BIO 163, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275
 - BUS 110, BUS 115, BUS 137
 - CHI 111, CHI 112
 - CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252
 - CIS 110, CIS 115
 - CJC 111, CJC 121, CJC 141
 - COM 110, **COM 120**, COM 140
 - CSC 151
 - **DRA 111**, DRA 115, DRA 126
 - **ECO 251, ECO 252**
 - **EDU 144**, EDU 145, EDU 216
 - EGR 150
 - ENG 113, ENG 114, ENG 125, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
 - FRE 111, FRE 112
 - **GEL 111**
 - GEO 111
 - GER 111, GER 112
 - HEA 110
 - **HIS 111, HIS 112, HIS 131, HIS 132**, HIS 145, HIS 221, HIS 236
 - HUM 120, HUM 130, HUM 160
 - JOU 110
 - **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285
 - **MUS 110, MUS 112**
 - PED 110, PED 111, PED 113, PED 121, PED 122, PED 142, PED 186, PED 219
 - **PHI 215, PHI 240**
 - **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
 - **POL 120**
 - **PSY 150**, PSY 241, PSY 281
 - REL 110, REL 211, REL 212, REL 221
 - RUS 111, RUS 112
 - **SOC 210**, SOC 220
 - SPA 111, SPA 112, SPA 211, SPA 212

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM61 SHC

Associate in Arts- Teacher Preparation Degree

(A1010T)

The Associate in Arts Teacher Preparation degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science/ Bachelor of Arts degree in Education.

GENERAL EDUCATION CORE45 SHC

English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)

Communications (3 SHC)

- Intro to Interpersonal Communication (**COM 120**)
- Public Speaking (**COM 231**)

Humanities/Fine Arts (6 SHC)

- Choose two courses from the following:
 - Art (**ART 111, ART 114, ART 115**)
 - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
 - Drama (**DRA 111**)
 - Music (**MUS 110, MUS 112**)
 - Philosophy (**PHI 240**)

Social/Behavioral Sciences (6 SHC)

- Choose two courses (minimum 2 subjects) from the following:
 - Economics (**ECO 251, ECO 252**)
 - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
 - Political Science (**POL 120**)
 - Psychology (**PSY 150**)
 - Sociology (**SOC 210**)

Mathematics (4 SHC)

- Choose one course from the following:
 - Mathematics (**MAT 152, MAT 171**)

Natural Sciences (4 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A; AST 151/AST 151A**)
 - Biology (**BIO 110, BIO 111**)
 - Chemistry (**CHM 151**)
 - Geology (**GEL 111**)
 - Physics (**PHY 110/PHY 110A**)

Additional General Education (16)

- Critical Thinking (**HUM 115**)
- Social Diversity (**SOC 225**)
- Foreign Language (Choose two courses from one of the following groups:)
 - American Sign Language (**ASL 111, ASL 112, ASL 211, ASL 212**)
 - Chinese (**CHI 111, CHI 112**)
 - French (**FRE 111, FRE 112**)
 - German (**GER 111, GER 112**)
 - Russian (**RUS 111, RUS 112**)
 - Spanish (**SPA 111, SPA 112, SPA 211, SPA 212**)
- Choose a minimum of 4 hours from the following:
 - **ART 111, ART 114, ART 115, ART 116, ART 117**
 - **ASL 111, ASL 112, ASL 211, ASL 212**
 - **AST 111/AST 111A; AST 151/AST 151A**
 - **BIO 110, BIO 111, BIO 112, BIO 130, BIO 140**
 - **CHI 111, CHI 112**

- CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**
- CIS 110, CIS 115
- COM 110, **COM 120**, COM 140
- **DRA 111**, DRA 115, DRA 126
- **ECO 251, ECO 252**
- ENG 113, ENG 114, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- FRE 111, FRE 112
- **GEL 111**
- GEO 111
- GER 111, GER 112
- **HIS 111, HIS 112, HIS 131, HIS 132**
- HUM 120, HUM 130, HUM 160
- **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273**
- **MUS 110, MUS 112**
- PED 110, PED 219
- **PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**
- **POL 120**
- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- **SOC 210**, SOC 220
- SPA 111, SPA 112, SPA 211, SPA 212

OTHER REQUIRED HOURS 15 SHC

Required Courses (15 SHC)

- ACA 122
- Education (EDU 187, EDU 216, EDU 279, EDU 250)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 60 SHC

Associate in Science - Teacher Preparation Degree

(A1040T)

The Associate in Science Teacher Preparation degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science/ Bachelor of Arts degree in Education.

GENERAL EDUCATION CORE 46 SHC

English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**)
- Writing/Research in the Disciplines (**ENG 112**)

Communications (3 SHC)

- Intro to Interpersonal Communication (**COM 120**)
- Public Speaking (**COM 231**)

Humanities/Fine Arts (3 SHC)

- Choose one course from the following:
 - Art (**ART 111, ART 114, ART 115**)
 - Drama (**DRA 111**)
 - Literature (**ENG 231, ENG 232, ENG 241, ENG 242**)
 - Music (**MUS 110, MUS 112**)
 - Philosophy (**PHI 240**)

Social/Behavioral Sciences (3 SHC)

- Choose one course from the following:
 - Economics (**ECO 251, ECO 252**)
 - History (**HIS 111, HIS 112, HIS 131, HIS 132**)

- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**)

Mathematics (8 SHC)

- Choose two courses from the following:
 - Mathematics (**MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**)

Natural Sciences (8 SHC)

- Choose one group from the following:
 - **BIO 111** and **BIO 112**
 - **CHM 151** and **CHM 152**
 - **GEL 111** and **AST 151/151A**
 - **PHY 151** and **PHY 152**
 - **PHY 251** and **PHY 252**

Additional General Education (15)

- Critical Thinking (**HUM 115**)
- Sociology (**SOC 225**)
- Foreign Language (Choose two courses from one of the following groups:)
 - American Sign Language (**ASL 111, ASL 112, ASL 211, ASL 212**)
 - Chinese (**CHI 111, CHI 112**)
 - French (**FRE 111, FRE 112**)
 - German (**GER 111, GER 112**)
 - Russian (**RUS 111, RUS 112**)
 - Spanish (**SPA 111, SPA 112, SPA 211, SPA 212**)
- Choose a minimum of 3 additional hours:
 - **AST 111/AST 111A; AST 151/AST 151A**
 - **BIO 110, BIO 111, BIO 112, BIO 130, BIO 140**
 - **CHM 131/CHM 131A, CHM 132, CHM 151, CHM 152**
 - **GEL 111**
 - **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273**
 - **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**

OTHER REQUIRED HOURS 15 SHC

Required Courses (15 SHC)

- **ACA 122**
- Education (**EDU 187, EDU 216, EDU 250, EDU 279**)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 61 SHC

The Associate in General Education degree does not meet the standards of the Comprehensive Articulation Agreement with the UNC System, and therefore, is a terminal program and will not transfer to four-year institutions.

Associate in General Education Degree

(A10300)

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (**GEO 111**)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, **SOC 220**)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Biology (**BIO 110**, **BIO 140**)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

OTHER REQUIRED HOURS50 SHC**Required Courses (4 SHC)**

- CIS 110
- WBL 110

Electives (46 SHC) Choose at least 46 hours from the general education or professional courses listed below (maximum two credits from PED prefix):

- ACA 122
- ACC 120, ACC 121, ACC 129, ACC 130, ACC 140, ACC 150, ACC 180, ACC 215, ACC 220, ACC 221, ACC 225
- AGR 130, AGR 139, AGR 140, AGR 150, AGR 160, AGR 170, AGR 212, AGR 213, AGR 214, AGR 262
- AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, AHR 115, AHR 125, AHR 133, AHR 140, AHR 151, AHR 152, AHR 180, AHR 211, AHR 212, AHR 213, AHR 240, AHR 250, AHR 255
- ANS 110, ANS 130, ANS 150, ANS 230
- **ART 111**, **ART 114**, **ART 115**, ART 116, ART 117, ART 121, ART 122, ART 131, ART 132, ART 171, ART 214, ART 240, ART 241, ART 264, ART 265, ART 271, ART 275, ART 276, ART 281, ART 282, ART 283, ART 284, ART 288
- ASL 111, ASL 112, ASL 211, ASL 212
- **AST 111/AST 111A**, **AST 151/AST 151A**
- ATR 112
- ATT 140
- AUB 111, AUB 121, AUB 162
- AUT 114, AUT 116/AUT 116A, AUT 141, AUT 151, AUT 163, AUT 181, AUT 183, AUT 221, AUT 231, AUT 281
- **BIO 110**, **BIO 111**, **BIO 112**, BIO 130, BIO 140, BIO 163, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275
- BPR 115
- BUS 110, BUS 115, BUS 121, BUS 135, BUS 137, BUS 139, BUS 152, BUS 153, BUS 220, BUS 225, BUS 234, BUS 240, BUS 280
- CCT 110, CCT 112, CCT 121, CCT 231, CCT 250, CCT 260, CCT 289
- CET 150, CET 250

- CHI 111, CHI 112
- CHM 131/CHM 131A, CHM 132, **CHM 151, CHM 152**, CHM 251, CHM 252
- CIS 115, CIS 164
- CJC 111, CJC 112, CJC 113, CJC 121, CJC 131, CJC 132, CJC 141, CJC 151, CJC 212, CJC 213, CJC 214, CJC 215, CJC 221, CJC 222, CJC 223, CJC 231, CJC 232
- COM 110, **COM 120**, COM 140, **COM 231**
- CSC 118, CSC 121, CSC 134, CSC 151, CSC 218, CSC 221
- CTI 110, CTI 120
- CTS 115, CTS 120, CTS 125, CTS 130, CTS 155, CTS 288, CTS 289
- CUL 110, CUL 112, CUL 135, CUL 140, CUL 160, CUL 170, CUL 240, CUL 245, CUL 260, CUL 270
- DBA 110, DBA 120
- DFT 151, DFT 152, DFT 154, DFT 170
- DME 110, DME 115, DME 120, DME 130, DME 140, DME 210, DME 215, DME 220, DME 270, DME 285
- **DRA 111**, DRA 115, DRA 126
- ECM 210
- **ECO 251, ECO 252**
- EDU 119, EDU 131, EDU 144, EDU 145, EDU 146, EDU 151, EDU 153, EDU 154, EDU 157, EDU 161, EDU 184, EDU 188, EDU 216, EDU 221, EDU 234, EDU 250, EDU 251, EDU 259, EDU 261, EDU 262, EDU 271, EDU 280, EDU 284
- EGR 150, EGR 220, EGR 250
- ELC 113, ELC 114, ELC 115, ELC 117, ELC 118, ELC 121, ELC 128, ELC 131, ELC 131A, ELC 134, ELC 139, ELC 213, ELC 215, ELC 220
- ELN 131, ELN 133, ELN 232
- **ENG 112**, ENG 113, ENG 114, ENG 125, **ENG 231, ENG 232, ENG 241, ENG 242**, ENG 243, ENG 261, ENG 262
- ETR 220, ETR 230, ETR 270
- FRE 111, FRE 112
- GEL 111
- GEO 111
- GER 111, GER 112
- GRA 151, GRA 161, GRA 250, GRA 255
- GRD 151, GRD 260, GRD 265, GRD 275
- GRO 120, GRO 250
- HEA 110
- **HIS 111, HIS 112, HIS 131, HIS 132**, HIS 145, HIS 221, HIS 236
- HSE 110, HSE 123, HSE 125, HSE 220, HSE 225, HSE 227, HSE 242
- HUM 110, HUM 115, HUM 120, HUM 130, HUM 160
- HYD 110, HYD 121, HYD 210
- ISC 112, ISC 132
- JOU 110
- LEX 110, LEX 120, LEX 130, LEX 140, LEX 141, LEX 150, LEX 210, LEX 211, LEX 220, LEX 240, LEX 250, LEX 280
- MAC 111, MAC 112, MAC 113, MAC 114, MAC 122, MAC 124, MAC 132, MAC 151, MAC 171, MAC 241,
- MAT 121, **MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272**, MAT 273, MAT 280, MAT 285
- MEC 130, MEC 145, MEC 161, MEC 180, MEC 260
- MED 110, MED 118, MED 121, MED 122, MED 130, MED 131
- MKT 120
- MNT 110
- **MUS 110, MUS 112**
- NET 225, NET 226
- NOS 110, NOS 120, NOS 130, NOS 230
- OST 131, OST 134, OST 136, OST 148, OST 149, OST 164, OST 184, OST 236, OST 243, OST 247, OST 248, OST 249, OST 250, OST 260, OST 286
- PED 110, PED 111, PED 121, PED 122, PED 142, PED 186, PED 219
- **PHI 215, PHI 240**
- **PHY 110/PHY 110A, PHY 151, PHY 152, PHY 251, PHY 252**

- **POL 120**
- **PSY 150**, PSY 241, PSY 281
- REL 110, REL 211, REL 212, REL 221
- RUS 111, RUS 112
- SAB 110, SAB 130, SAB 135
- SEC 110
- SGD 111, SGD 112
- **SOC 210**, SOC 220
- SPA 111, SPA 112, SPA 211, SPA 212
- SWK 113
- TRN 110, TRN 120, TRN 140, TRN 180
- WEB 140, WEB 210, WEB 214
- WLD 110, WLD 112, WLD 115, WLD 116, WLD 121, WLD 122, WLD 131, WLD 132, WLD 141, WLD 151, WLD 261

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM65 SHC

Associate in General Education - Nursing

(A1030N)

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice. Associate in Science degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science degree.

GENERAL EDUCATION CORE61 SHC

English Composition (6 SHC)

- Writing and Inquiry (**ENG 111**) *and*
- Writing/Research in the Disciplines (**ENG 112**) *or*
- Prof Research & Reporting (ENG 114)

Humanities/Fine Arts (9 SHC)

- Choose two courses from the following:
 - Art (**ART 111**, **ART 114**, **ART 115**)
 - Humanities (HUM 115)
 - Music (**MUS 110**, **MUS 112**)
 - Philosophy (**PHI 215**, **PHI 240**)
- Choose one course from the following:
 - Literature (**ENG 231**, **ENG 232**)

Social/Behavioral Sciences (15 SHC)

- General Psychology (**PSY 150**)
- Developmental Psych (PSY 241)
- Introduction to Psychology (**SOC 210**)

- Choose one course from each of the following groups:
 - History (**HIS 111, HIS 112, HIS 131, HIS 132**)
 - Sociology (SOC 220)

Natural Sciences (16 SHC)

- Microbiology (BIO 275)
- Anatomy and Physiology (**BIO 168, BIO 169**)
- Choose one course from the following:
 - Introduction to Chemistry (CHM 131/131A)
 - General Chemistry (**CHM 151**)

Mathematics (8 SHC)

- Statistical Methods I **MAT 152**
- Precalculus Algebra **MAT 171**

Additional General Education (7 SHC)

- College Transfer Success ACA 122
- Choose a minimum of 6 credits from the following:
 - CIS 110, **ECO 251, ECO 252, POL 120**)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM61 SHC

CAREER ORIENTED PROGRAMS

Accounting and Finance Degree

(A25800)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, COM 120, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215, PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**)
- Geography (GEO 111)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)

- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (32 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 225	Business Finance	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
OTHER MAJOR HOURS (20 Credit Hours)					
ACC 150	Accounting Software Applications	1	2	0	2
ACC 215	Ethics in Accounting	3	0	0	3
ACC 225	Cost Accounting	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
Electives (Choose at least 4 Credit Hours)					
ACC 130	Business Income Taxes	2	2	0	3
ACC 180	Practices in Bookkeeping	3	0	0	3
ACC 221	Intermediate Accounting II	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CTS 125	Presentation Graphics	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ETR 230	Entrepreneurship Marketing	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
WBL 110	World of Work	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE 67

Accounting and Finance - Accounting Certificate (C25800)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 17

Accounting and Finance- Bookkeeping Certificate (C25800A)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
ACC 180	Practices in Bookkeeping	3	0	0	3
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 17

Agribusiness Technology Certificate (C15100)

The Agribusiness Systems curriculum are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations, wholesale and retail produce management; nursery operations; and environmental and agricultural education.

The Agribusiness Technology program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course work includes instruction in agriculture, agricultural specializations, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Agribusiness Technology- Agribusiness Certificate

(C15100B)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Prin of Financial Accounting	3	2	0	4
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Ag Law & Finance	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
ECO 251	Prin of Microeconomics	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 16**Agribusiness Technology- Agricultural Sciences Certificate**

(C15100S)

		Class	Lab	Clinic/Exp	Credit
AGR 160	Plant Science	2	2	0	3
AGR 170	Soil Science	2	2	0	3
AGR 262	Weed ID & Control	2	3	0	3
ANS 110	Animal Science	3	0	0	3
BIO 111	General Biology I	3	3	0	4

TOTAL CREDIT HOURS IN CERTIFICATE 16**Air Conditioning, Heating, and Refrigeration Technology Degree**

(A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)

- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (32 Credit Hours)					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 213	HVACR Building Code	1	2	0	2
OTHER MAJOR HOURS (21 Credit Hours)					
AHR 115	Refrigeration Systems	1	3	0	2
AHR 151	HVAC Duct Systems I	1	3	0	2
AHR 180	HVACR Customer Relations	1	0	0	1
AHR 240	Hydronic Heating	1	3	0	2
AHR 255	Indoor Air Quality	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
Electives (Choose 9 Credit Hours)					
AHR 133	HVAC Servicing	2	6	0	4
AHR 140	All Weather Systems	1	3	0	2
AHR 152	HVAC Duct Systems II	1	3	0	2
AHR 250	HVAC System Diagnostics	0	4	0	2
BPR 115	Elc/ Fluid Power Diagrams	1	2	0	2
BUS 280	REAL Small Business	4	0	0	4
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WLD 112	Basic Welding Processes	1	3	0	2

TOTAL CREDIT HOURS IN DEGREE68

Air Conditioning, Heating, and Refrigeration Technology Diploma

(D35100)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

Communications (3 SHC)

- English Composition (**ENG 111**)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)

MAJOR HOURS - CORE COURSES (23 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3

OTHER MAJOR HOURS (11 Credit Hours)

AHR 151	HVAC Duct Systems I	1	3	0	2
CIS 110	Introduction to Computers	2	2	0	3

Electives (Choose 6 Credit Hours)

AHR 133	HVAC Servicing	2	6	0	4
AHR 140	All Weather Systems	1	3	0	2
AHR 152	HVAC Duct Systems II	1	3	0	2
AHR 180	HVACR Customer Relations	1	0	0	1
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4
AHR 213	HVACR Building Code	1	2	0	2
AHR 240	Hydronic Heating	1	3	0	2
AHR 250	HVAC System Diagnostics	0	4	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WLD 112	Basic Welding Processes	1	3	0	2

TOTAL CREDIT HOURS IN DIPLOMA40

Air Conditioning, Heating, and Refrigeration Technology Heating Fundamentals Certificate

(C35100B)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 180	HVACR Customer Relations	1	0	0	1

TOTAL CREDIT HOURS IN CERTIFICATE 17

Air Conditioning, Heating, and Refrigeration Technology Heat Pump Fundamentals Certificate (C35100C)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVACR Electronics	2	2	0	3
AHR 180	HVACR Customer Relations	1	0	0	1
ISC 112	Industrial Safety	2	0	0	2

TOTAL CREDIT HOURS IN CERTIFICATE 18

Air Conditioning, Heating, and Refrigeration Technology Refrigeration Certificate (C35100D)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 115	Refrigeration Systems	1	3	0	2

TOTAL CREDIT HOURS IN CERTIFICATE 18

Associate Degree Nursing Degree (A45110)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of health care, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

The SPCC Associate Degree Nursing Program is approved by the North Carolina Board of Nursing. Contact the Board at P. O. Box 2129, Raleigh, NC 27602-2129, or 4516 Lake Boone Trail, Raleigh, NC 27607, or call 919-782-3211 for questions about the approval.

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- English Composition (Choose one course: **ENG 112**, **ENG 114**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)

Social/Behavioral Sciences (3 SHC)

- Psychology (**PSY 150**)

Natural Sciences/Mathematics (4 SHC)

- Biology (BIO 168)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (43 Credit Hours)					
NUR 111	Introduction to Health Concepts	4	6	6	8
NUR 112	Health Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
OTHER MAJOR HOURS (14 Credit Hours)					
BIO 169	Anatomy & Physiology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
PSY 241	Developmental Psychology	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE 73

Automotive Systems Technology Degree

(A60160)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/trans axles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

The Automotive Systems Technology curriculum prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. The program includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (**GEO 111**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 220**)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (20 Credit Hours)					
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 140	Transp Climate Control	1	2	0	2
TRN 180	Basic Welding for Trans	1	4	0	3
AUT 141	Suspension and Steering Sys	2	3	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 181	Engine Performance 1	2	3	0	3
AUT 183	Engine Performance 2	2	6	0	4
OTHER MAJOR HOURS (31 Credit Hours)					
ATT 140	Emerging Transp Tech	2	3	0	3
AUT 114	Safety and Emissions	1	2	0	2
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
AUT 281	Adv Engine Performance	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
TRN 120	Basic Transp Electricity	4	3	0	5
Electives (Choose 2 Credit Hours)					
AUB 111	Painting and Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 162	Autobody Estimating	1	2	0	2
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
TOTAL CREDIT HOURS IN DEGREE					66

Automotive Systems Technology**Auto Body Repair Certificate**

(C60160A)

		Class	Lab	Clinic/Exp	Credit
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 180	Basic Welding for Transp	1	4	0	3
TRN 140	Transp Climate Control	1	2	0	2
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 162	Autobody Estimating	1	2	0	2
TOTAL CREDIT HOURS IN CERTIFICATE					16

Basic Law Enforcement Training Certificate

(C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

		Class	Lab	Clinic/Exp	Credit
CJC 110	Basic Law Enforcement BLET	10	30	0	20

TOTAL CREDIT HOURS IN CERTIFICATE20

BLET and Criminal Justice Technology

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, and CJC 231. Students must successfully complete the training course AND the state certification examination to receive credit for these courses. Students must have completed BLET training since 1985. SPCC only ensures acceptance of these transfer credits to its Associate in Applied Science - Criminal Justice Technology degree, diploma, and certificate programs. These transfer credits may or may not be accepted by a four-year institution to which a student intends to transfer.

Business Administration Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Two tracks are available under the Business Administration degree to allow students to select the specialty of their choice: **Business** (A25120B) and **Entrepreneurship** (A25120E).

Business Administration Degree - Business Pathway (A25120B)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Geography (**GEO 111**)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, **SOC 220**)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (34 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
OTHER MAJOR HOURS (16 Credit Hours)					
ACC 121	Principles of Managerial Accounting	3	2	0	4
ECM 210	Introduction to Electronic Commerce	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
Electives (Choose at least 6 Credit Hours)					
ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3

ETR 270	Entrepreneurship Issues	3	0	0	3
OST 131	Keyboarding	1	2	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE **65**

Business Administration Degree - Entrepreneurship Pathway (A25120E)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (34 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
OTHER MAJOR HOURS (16 Credit Hours)					
BUS 280	REAL Small Business	4	0	0	4
ETR 220	Innovation and Creativity	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3

Electives (Choose at least 6 Credit Hours)

ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
ECM 210	Introduction to Electronic Commerce	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE65

Business Administration Diploma

(D25120)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (28 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 139	Entrepreneurship I	3	0	0	3

OTHER MAJOR HOURS (3 Credit Hours)**Electives** (Choose at least 3 Credit Hours)

ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
OST 131	Keyboarding	1	2	0	2

WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DIPLOMA **37**

Business Administration Certificate

(C25120)

		Class	Lab	Clinic/Exp	Credit
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE **18**

Business Administration - Small Business Management Certificate

(C25120A)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4

TOTAL CREDIT HOURS IN CERTIFICATE **17**

Business Administration - Entrepreneurship Certificate

(C25120E)

		Class	Lab	Clinic/Exp	Credit
BUS 139	Entrepreneurship I	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE **16**

Criminal Justice Technology Degree

(A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (22 Credit Hours)					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
OTHER MAJOR HOURS (27 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 223	Organized Crime	3	0	0	3

Electives (Choose at least 6 Credit Hours)

BIO 111	General Biology I	3	3	0	4
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CJC 151	Introduction to Loss Prevention	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 222	Criminalistics	3	0	0	3
CJC 232	Civil Liability	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE **64**

Criminal Justice Technology Diploma

(D55180)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (15 Credit Hours)					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3

OTHER MAJOR HOURS (15 Credit Hours)

CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 223	Organized Crime	3	0	0	3

TOTAL CREDIT HOURS IN DIPLOMA **36**

Criminal Justice Technology Certificate

(C55180)

		Class	Lab	Clinic/Exp	Credit
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 223	Organized Crime	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE **16**

Criminal Justice Technology - Forensics Certificate (C55180B)

		Class	Lab	Clinic/Exp	Credit
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 16

Criminal Justice Technology and BLET

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, and CJC 231. Students must successfully complete the training course AND the state certification examination to receive credit for these courses. Students must have completed BLET training since 1985. SPCC only ensures acceptance of these transfer credits to its Associate in Applied Science - Criminal Justice Technology degree, diploma, and certificate programs. These transfer credits may or may not be accepted by a four-year institution to which a student intends to transfer.

Culinary Arts Certificate (C55150A)

		Class	Lab	Clinic/Exp	Credit
CUL 110	Sanitation & Safety	2	0	0	2
CUL 140	Culinary Skills I	2	6	0	5
CUL 160	Baking I	1	4	0	3
CUL 170	Garde Manger I	1	4	0	3
CUL 240	Culinary Skills II	1	8	0	5

TOTAL CREDIT HOURS IN CERTIFICATE 18

Cyber Crime Technology Degree (A55210)

The Cyber Crime Technology curriculum will prepare students to enter the field of computer crime investigations and private security. Students completing this curriculum will be capable of investigating computer crimes, properly seize and recover computer evidence and aid in the prosecution of cyber criminals.

Course work in this curriculum will include a division of work in the disciplines of criminal justice and computer information systems. Additionally, students will be required to take specific cyber crime classes.

Graduates should qualify to become computer crime investigators for local or state criminal justice agencies. Also these graduates should be competent to serve as computer security specialists or consultants with private business.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110**, BIO 140)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (16 Credit Hours)					
CCT 110	Introduction to Cyber Crime	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Investigation	3	2	0	4
CCT 231	Technology Crimes & Law	3	0	0	3
CCT 289	Capstone Project	1	6	0	3
OTHER MAJOR HOURS (34 Credit Hours)					
CCT 250	Network Vulnerabilities I	2	2	0	3
CCT 260	Mobile Phone Examination	1	4	0	3
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Prog & Logic	2	3	0	3
CJC 221	Investigative Principles	3	2	0	4
CTI 120	Network and Sec Foundation	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
Electives (Choose at least 3 Credit Hours)					
CJC 132	Court Procedure and Evidence	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE 65

Cyber Crime Certificate

(C55210A)

		Class	Lab	Clinic/Exp	Credit
CCT 110	Intro to Cyber Crime	3	0	0	3
CCT 112	Ethics & High Technology	3	0	0	3
CCT 121	Computer Crime Invest	3	2	0	4
CCT 231	Technology Crimes & Law	3	0	0	3
SEC 110	Security Concepts	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 16

Ethical Hacking Certificate

(C55210B)

		Class	Lab	Clinic/Exp	Credit
CCT 112	Ethics & High Technology	3	0	0	3
CCT 250	Network Vulnerabilities I	2	2	0	3
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
SEC 110	Security Concepts	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 16

Digital Media Technology Degree

(A25210)

The Digital Media program prepares students for entry-level jobs in the digital design and multimedia industry. Students learn to synthesize multimedia, hypertext, computer programming, information architecture, and client/server technologies using both Internet and non-network-based media.

Students develop skills in communication, critical thinking, and problem solving as well as interface design, multimedia formats, application programming, data architecture, and client/server technologies. The program develops technical skills through practical applications that employ current and emerging standards and technologies.

Graduates should qualify for employment as web designers, graphic artists/designers, multimedia specialists, web developers, web content specialists, media specialists, information specialists, digital media specialists, animation specialists, interface designers, and many new jobs yet to be defined in this expanding field.

Two tracks are available under the Digital Media Technology degree to allow students to select the specialty of their choice: **Digital Media** (A25210A) and **Digital Print Production** (A25210B).

Digital Media Technology Degree - Digital Media Pathway (A25210A)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110**, BIO 140)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

MAJOR HOURS - CORE COURSES (15 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
DME 110	Intro to Digital Media	2	2	0	3
DME 115	Graphic Design Tools	2	2	0	3
DME 120	Intro to Multimedia Appl	2	2	0	3
DME 130	Digital Animation I	2	2	0	3

OTHER MAJOR HOURS (36 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CIS 164	DTP Layout & Design	2	2	0	3
DME 140	Intro to Audio/Video Media	2	2	0	3
DME 210	User Interface Design	2	2	0	3
DME 215	Adv Graphic Design Tools	2	2	0	3
DME 220	Interactive Multimedia Prog	2	2	0	3
DME 285	Systems Project	2	2	0	3
SGD 111	Introduction to SGD	2	3	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 214	Social Media	2	2	0	3

Electives (Choose at least 3 Credit Hours)

DME 270	Prof Pract Digital Media	2	2	0	3
WBL 110	World of Work (and)	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE **66**

Digital Media Technology Degree - Digital Print Production Pathway (A25210B)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110**, BIO 140)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

MAJOR HOURS - CORE COURSES (15 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
DME 110	Intro to Digital Media	2	2	0	3
DME 115	Graphic Design Tools	2	2	0	3
DME 120	Intro to Multimedia Appl	2	2	0	3
DME 130	Digital Animation I	2	2	0	3
WEB 210	Web Design	2	2	0	3

OTHER MAJOR HOURS (36 Credit Hours)

ART 171	Digital Design I	0	6	0	3
ART 264	Digital Photography I	0	6	0	3
ART 271	Digital Design II	0	6	0	3
CIS 110	Introduction to Computers	2	2	0	3

CIS 164	DTP Layout & Design	2	2	0	3
CTS 125	Presentation Graphics	2	2	0	3
DME 210	User Interface Design	2	2	0	3
GRA 151	Computer Graphics I	1	3	0	2
GRA 161	Computer Graphics Apps I	0	3	0	1
GRA 250	E-Document Publishing	1	3	0	2
GRA 255	Image Manipulation I	1	3	0	2
GRD 260	Digital Processes/Theory	2	0	0	2
GRD 265	Digital Print Production	1	4	0	3
Electives (Choose at least 3 Credit Hours)					
DME 270	Prof Pract Digital Media	2	2	0	3
WBL 110	World of Work (and)	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
TOTAL CREDIT HOURS IN DEGREE					66

Digital Media Technology Certificate (C25210A)

		Class	Lab	Clinic/Exp	Credit
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
DME 110	Intro to Digital Media	2	2	0	3
DME 115	Graphic Design Tools	2	2	0	3
DME 120	Intro to Multimedia Appl	2	2	0	3
DME 140	Intro to Audio/Video Media	2	2	0	3
WEB 210	Web Design	2	2	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					18

Digital Print Production Certificate (C25210B)

		Class	Lab	Clinic/Exp	Credit
DME 110	Intro to Digital Media	2	2	0	3
DME 115	Graphic Design Tools	2	2	0	3
DME 120	Intro to Multimedia Appl	2	2	0	3
GRA 151	Computer Graphics I	1	3	0	2
GRD 265	Digital Print Production	1	4	0	3
WEB 210	Web Design	2	2	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					17

Early Childhood Education

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/ language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Two tracks are available under the Early Childhood Education degree to allow students to select the specialty of their choice: **Practitioner** (A55220A) and **Transfer** (A55220B).

The SPCC Early Childhood Program is accredited by the National Association for the Education of Young Children (NAEYC), www.naeyc.org.

Early Childhood Education Degree - Practitioner Pathway (A55220A)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (**COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 240**)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Psychology (**PSY 150**)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110, BIO 111, BIO 140**)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**)
 - Physics (**PHY 110/PHY 110A**)

MAJOR HOURS - CORE COURSES (35 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4

OTHER MAJOR HOURS (16 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2
EDU 188	Issues in Early Childhood Education	2	0	0	2
EDU 259	Curriculum Planning	3	0	0	3
EDU 271	Educational Technology	2	2	0	3

Electives (Choose at least 3 Credit Hours)

EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 161	Introduction to Exceptional Children	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
EDU 250	PRAXIS I Preparation	1	0	0	1
EDU 251	Exploration Activities	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE66

Early Childhood Education Degree - Transfer Pathway (A55220B)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (**COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 240**)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Psychology (**PSY 150**)

Natural Sciences/Mathematics (3 SHC)

- Mathematics (**MAT 143**)

ADDITIONAL GENERAL EDUCATION TRANSFER REQUIREMENTS (14)**English (3 SHC)**

- English (**ENG 112, ENG 114**)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120**)
- Sociology (**SOC 210**)

Biological Sciences (4 SHC)

- Biology (**BIO 110, BIO 111**)

Natural Science (4 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A, AST 151/AST 151A**)
 - Principles of Biology (**BIO 110, BIO 111**)
 - Chemistry (**CHM 151**)
 - Geology (**GEL 111**)
 - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (32 Credit Hours)					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4

TRANSFER SPECIALTY (6 Credit Hours) Choose one specialty group from the following:

Birth to Kindergarten (B-K) Licensure Transfer (6 SHC)

EDU 216	Foundations of Education	3	0	0	3
EDU 250	Teacher Licensure Preparation	3	0	0	3

Early Education Non-Licensure Transfer (6 SHC)

EDU 261	Early Childhood Admin I	3	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE67

Early Childhood Education Diploma

(D55220)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (**COM 231**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (32 Credit Hours)					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4

OTHER MAJOR HOURS (6 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
EDU 271	Educational Technology	2	2	0	3

TOTAL CREDIT HOURS IN DIPLOMA44

Early Childhood Education - Preschool Certificate

(C55220C)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS (7 SHC)					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3
OTHER MAJOR HOURS (9 SHC) Choose three courses:					
EDU 144	Child Development I (<i>or</i>)	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 131	Child, Family, and Community (<i>or</i>)	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 153	Health, Safety, and Nutrition (<i>or</i>)	3	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Early Childhood Education - Administration Certificate

(C55220D)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, and Community (<i>or</i>)	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Early Childhood Education - Pre-K Special Education Certificate

(C55220F)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 161	Introduction to Exceptional Children	3	0	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2
TOTAL CREDIT HOURS IN CERTIFICATE					18

Electrical Systems Technology

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Three tracks are available under the Electrical Systems Technology degree to allow students to select the specialty of their choice: **Electrical** (A35130E) and **Hydro-Mechanical** (A35130H), and **Electronics** (A35130K).

Electrical Systems Technology Degree - Electrical Pathway (A35130E)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 121, **MAT 171**)

MAJOR HOURS - CORE COURSES (28 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1
ELC 134	Transformer Applications	1	2	0	2

OTHER MAJOR HOURS (24 Credit Hours)

BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
DFT 151	CAD I	2	3	0	3

ELC 121	Electrical Estimating	1	2	0	2
ELC 220	Photovoltaic Sys Tech	2	3	0	3
ELN 133	Digital Electronics	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE67

Electrical Systems Technology Degree - Hydro-Mechanical Pathway

(A35130H)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, **SOC 220**)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 121, **MAT 171**)

MAJOR HOURS - CORE COURSES (28 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
ELC 113	Residential Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1
ELC 134	Transformer Applications	1	2	0	2
ELC 213	Instrumentation	3	2	0	4

OTHER MAJOR HOURS (24 Credit Hours)

BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
ELN 133	Digital Electronics	3	3	0	4

HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	2
HYD 210	Advanced Hydraulics	1	3	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE **67**

Electrical Systems Technology Degree - Electronics Pathway

(A35130K)

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (4 SHC) Choose one course:

- Mathematics (**MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (28 Credit Hours)					
ELC 113	Residential Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 232	Intro to Microprocessors	3	3	0	4
OTHER MAJOR HOURS (24 Credit Hours)					
ACA 122	College Transfer Success	0	2	0	1
CSC 134	C++ Programming	2	3	0	3

ELC 139	AC Circuit Analysis	3	3	0	4
MAT 172	Precalculus Trigonometry	3	2	0	4
MAT 271	Calculus I	3	2	0	4
PHY 151	College Physics I	3	2	0	4
PHY 152	College Physics II	3	2	0	4

TOTAL CREDIT HOURS IN DEGREE68

Electrical Systems Technology Diploma (D35130)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

Communications (3 SHC)

- English Composition (**ENG 111**)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 121, **MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (28 Credit Hours)					
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1
ELC 134	Transformer Applications	1	2	0	2

OTHER MAJOR HOURS (8 Credit Hours)

BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
ELC 121	Electrical Estimating	1	2	0	2
ELN 133	Digital Electronics	3	3	0	4

TOTAL CREDIT HOURS IN DIPLOMA42

Electrical Systems Technology Certificate (C35130A)

		Class	Lab	Clinic/Exp	Credit
ELC 113	Residential Wiring (or)	2	6	0	4
ELC 115	Industrial Wiring (and)	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1

TOTAL CREDIT HOURS IN CERTIFICATE18

**Electrical Systems Technology -
Industrial and Photovoltaic Wiring Certificate**
(C35130B)

		Class	Lab	Clinic/Exp	Credit
ELC 114	Commercial Wiring	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 220	Photovoltaic Systems Technology	2	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 17

**Electrical Systems Technology -
Hydro-Mechanical Certificate**
(C35130C)

		Class	Lab	Clinic/Exp	Credit
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	2
HYD 210	Advanced Hydraulics	1	3	0	2
ISC 112	Industrial Safety	2	0	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 161	Manufacturing Processes I	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 17

Emergency Medical Science Degree/ Paramedic Bridge
(A45340B)

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Students who have a current North Carolina or National Registry Paramedic certification, are affiliated with an Emergency Medical Provider, and are certified in Basic Trauma Life Support (ITLS) or (PHTLS), Advanced Trauma Life Support (ACLS), and Pediatric Advanced Life Support (PALS) are eligible to receive credit for courses marked with an asterisk (*).

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160,
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC)

- Psychology (**PSY 150**)

Natural Sciences/Mathematics (4 SHC)

- Biology (BIO 168)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (49 Credit Hours)					
BIO 169	Anatomy and Physiology II	3	3	0	4
*EMS 110	EMT-Basic	6	6	3	9
*EMS 122	EMS Clinical Practicum I	0	0	3	1
*EMS 130	Pharmacology	3	3	0	4
*EMS 131	Advanced Airway Management	1	2	0	2
*EMS 160	Cardiology I	2	3	0	3
*EMS 220	Cardiology II	2	3	0	3
*EMS 221	EMS Clinical Practicum II	0	0	6	2
*EMS 231	EMS Clinical Practicum III	0	0	9	3
*EMS 240	Patients With Special Challenges	1	2	0	2
*EMS 241	EMS Clinical Practicum IV	0	0	12	4
*EMS 250	Medical Emergencies	3	3	0	4
*EMS 260	Trauma Emergencies	1	3	0	2
*EMS 270	Life Span Emergencies	3	3	0	4
Bridge Elective (Choose one course)					
EMS 280	EMS Bridging Course	2	2	0	3
EMS 285	EMS Capstone	1	3	0	2
OTHER MAJOR HOURS (11 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
EMS Elective					
EMS 235	EMS Management	2	0	0	2
TOTAL CREDIT HOURS IN DEGREE					76

Human Services Technology Degree (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Sociology (**SOC 210**)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110**, BIO 140)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

MAJOR HOURS - CORE COURSES (25 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

OTHER MAJOR HOURS (25 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
GRO 120	Gerontology	3	0	0	3
HSE 220	Case Management	3	0	0	3

SAB 110	Substance Abuse Overview	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
WBL 125	Work-Based Learning Seminar II	1	0	0	1
Electives (Choose at least 6 Credit Hours)					
GRO 250	Aging Policies Programs & Services	2	0	0	2
HSE 227	Children and Adol in Crisis	3	0	0	3
HSE 242	Family Systems	3	0	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SAB 135	Addictive Process	3	0	0	3
TOTAL CREDIT HOURS IN DEGREE					65

Human Services Technology Diploma (D45380)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (17 Credit Hours)					
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3

OTHER MAJOR HOURS (15 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
GRO 120	Gerontology	3	0	0	3
HSE 220	Case Management	2	2	0	3
HSE 242	Family Systems	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3

TOTAL CREDIT HOURS IN DIPLOMA **38**

Human Services Technology - Substance Abuse Certificate (C45380)

		Class	Lab	Clinic/Exp	Credit
HSE 112	Group Process I	1	2	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SAB 135	Addictive Process	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE **17**

Human Services Technology - Gerontology Certificate (C45380G)

		Class	Lab	Clinic/Exp	Credit
HSE 123	Interviewing Techniques	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
GRO 120	Gerontology	3	0	0	3
GRO 250	Aging Policies Programs & Services	2	0	0	2
PSY 150	General Psychology	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 16

Industrial Systems Technology

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as lifelong learners.

Two tracks are available under the Industrial Systems Technology degree to allow students to select the specialty of their choice: **Machining** (A50240A) and **Industrial** (A50240B).

Industrial Systems Technology Degree - Machining Pathway (A50240A)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC)

- Mathematics (MAT 121)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (35 Credit Hours)					
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
ELC 131	Circuit Analysis I	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 114	Intro to Metrology	2	0	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 241	Jigs and Fixtures I	2	6	0	4
MNT 110	Intro to Maintenance Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
OTHER MAJOR HOURS (19 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
ELC 131A	Circuit Analysis Lab I	0	3	0	1
MAC 113	Machining Technology III	2	12	0	6
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	2
Electives (Choose at least 3 Credit Hours)					
MEC 161	Manufacturing Processes I	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
TOTAL CREDIT HOURS IN DEGREE					69

**Industrial Systems Technology Degree -
Industrial Pathway**
(A50240B)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, **SOC 220**)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (MAT 121)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (35 Credit Hours)					
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
ELC 131	Circuit Analysis I	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 112	Machining Technology II	2	12	0	6
MAC 114	Intro to Metrology	2	0	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 241	Jigs and Fixtures I	2	6	0	4
MNT 110	Intro to Maintenance Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
OTHER MAJOR HOURS (19 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELC 131A	Circuit Analysis Lab I	0	3	0	1
MAC 171	Measure/Material & Safety	0	2	0	1
Electives (Choose at least 3 Credit Hours)					
MEC 130	Mechanisms	2	2	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
TOTAL CREDIT HOURS IN DEGREE					69

Industrial Systems Technology - Machining Certificate (C50240A)

		Class	Lab	Clinic/Exp	Credit
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 151	Machining Calculations	1	2	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
TOTAL CREDIT HOURS IN CERTIFICATE					16

Industrial Systems Technology - Maintenance Certificate

(C50240M)

		Class	Lab	Clinic/Exp	Credit
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
ELC 128	Intro to PLC	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 161	Manufacturing Processes I	3	0	0	3
MNT 110	Intro to Maintenance Procedures	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2

TOTAL CREDIT HOURS IN CERTIFICATE 17

Infant/Toddler Care Certificate

(C55290)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development; physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE..... 16

Information Technology

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

The following five tracks are available under the Information Technology degree to allow students to select the specialty of their choice:

Information Systems A25590A

IT Business Support A25590C

Systems Security A25590E

Web Administration and Design A25590F

Game and Simulation Programming A25590G

Requirements for each follow.

Information Technology Degree - Information Systems Pathway (A25590A)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110**, BIO 140)
 - Chemistry (**CHM 151**)
- Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
- Physics (**PHY 110/PHY 110A**)

MAJOR HOURS - CORE COURSES (24 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Functions	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
CTI 115	Computer Systems Foundation <i>or</i>	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3

OTHER MAJOR HOURS (27 Credit Hours)

CTS 289	System Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
NET 225	Routing & Switching	1	4	0	3

NET 226	Routing & Switching II	1	4	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	2	2	0	3

Electives I (Choose one group)

CIS 115	Intro to Prog & Logic (<i>or</i>)	2	3	0	3
CTS 288	Professional Practices in IT (<i>or</i>)	2	2	0	3
WBL 110	World of Work (<i>and</i>)	1	0	0	1
WBL 111	Work-Based Learning I (<i>and</i>)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE 66

Information Technology Degree - IT Business Support Pathway (A25590C)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110**, BIO 140)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

MAJOR HOURS - CORE COURSES (18 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3

OTHER MAJOR HOURS (33 Credit Hours)

CTS 120	Hardware/Software Support	2	3	0	3
CTS 125	Presentaion Graphics	2	2	0	3
CTS 155	Tech Support Functions	2	2	0	3
DBA 120	Database Programming I	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
CTI 115	Computer Systems Foundation (or)	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User (or)	2	2	0	3
OST 184	Records Management	2	2	0	3

Electives (Choose one group)

CIS 115	Intro to Prog & Logic (or)	2	3	0	3
CTS 288	Professional Practices in IT (or)	2	2	0	3
WBL 110	World of Work (and)	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE66

Information Technology Degree- Systems Security Pathway

(A25590E)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, **SOC 220**)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110**, **BIO 140**)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (18 Credit Hours)					
CCT 110	Intro to Cyber Crime	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
SEC 110	Security Concepts	2	2	0	3
OTHER MAJOR HOURS (33 Credit Hours)					
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NET 225	Routing & Switching	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
CCT 250	Network Vulnerabilities I <i>(or)</i>	2	2	0	3
CTS 155	Tech Support Functions	2	2	0	3
CTI 115	Computer Systems Foundation <i>(or)</i>	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
Electives (Choose one group)					
CIS 115	Intro to Prog & Logic <i>(or)</i>	2	3	0	3
CTS 288	Professional Practices in IT <i>(or)</i>	2	2	0	3
WBL 110	World of Work <i>(and)</i>	1	0	0	1
WBL 111	Work-Based Learning I <i>(and)</i>	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
TOTAL CREDIT HOURS IN DEGREE					66

**Information Technology Degree -
Web Administration and Design Pathway**
(A25590F)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (**GEO 111**)

- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 220**)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110, BIO 140**)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143, MAT 152, MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (18 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
DBA 120	Database Programming I	2	2	0	3
WEB 210	Web Design	2	2	0	3
OTHER MAJOR HOURS (32 Credit Hours)					
CSC 151	JAVA Programming	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
DME 110	Intro to Digital Media	2	2	0	3
DME 120	Intro to Multimedia Appl	2	2	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 275	Animation I	1	3	0	2
SEC 110	Security Concepts	2	2	0	3
CTI 115	Computer Systems Foundation (<i>or</i>)	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3
CSC 121	Python Programming (<i>or</i>)	2	3	0	3
NOS 230	Windows Administration I	2	2	0	3
CSC 221	Advanced Python Programming (<i>or</i>)	2	2	0	3
WEB 214	Social Media	2	2	0	3
Electives (Choose one group)					
CIS 115	Intro to Prog & Logic (<i>or</i>)	2	3	0	3
CTS 288	Professional Practices in IT (<i>or</i>)	2	2	0	3
WBL 110	World of Work (<i>and</i>)	1	0	0	1
WBL 111	Work-Based Learning I (<i>and</i>)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE 65

Information Technology Degree - Game and Simulation Programming Pathway (A25590G)

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110**, BIO 140)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143**, **MAT 152**, **MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

MAJOR HOURS - CORE COURSES (18 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
CTS 115	Info Systems Business Concepts	3	0	0	3
SGD 111	Introduction to SGD	2	3	0	3

OTHER MAJOR HOURS (33 Credit Hours)

CSC 134	C++ Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 125	Presentation Graphics	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
SGD 112	SGD Design	2	3	0	3
CTI 115	Computer Systems Foundation (or)	2	2	0	3
NOS 110	Operating System Concepts	2	3	0	3

Electives (Choose one group)

CIS 115	Intro to Prog & Logic (or)	2	3	0	3
CTS 288	Professional Practices in IT (or)	2	2	0	3
WBL 110	World of Work (and)	1	0	0	1
WBL 111	Work-Based Learning I (and)	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE 66

**Information Technology
Information Systems Certificate
(C25590A)**

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers (or)	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 115	Computer Systems Foundation	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 155	Tech Support Functions	2	2	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
WBL 110	World of Work (or)	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

TOTAL CREDIT HOURS IN CERTIFICATE 16

**Information Technology
Operating Systems Certificate
(C25590B)**

		Class	Lab	Clinic/Exp	Credit
CTI 115	Computer Systems Foundation (or)	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
WBL 110	World of Work (or)	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

TOTAL CREDIT HOURS IN CERTIFICATE 16

Information Technology System Security Certificate

(C25590F)

		Class	Lab	Clinic/Exp	Credit
CCT 110	Intro to Cyber Crime	3	0	0	3
CET 150	Computer Forensics I	2	3	0	3
CET 250	Computer Forensics II	2	3	0	3
CTI 120	Network & Sec Foundation	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
WBL 110	World of Work (or)	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

TOTAL CREDIT HOURS IN CERTIFICATE 16

Information Technology Web Administration and Design Certificate

(C25590G)

		Class	Lab	Clinic/Exp	Credit
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
DME 110	Intro to Digital Media	2	2	0	3
DME 120	Intro to Multimedia Appl	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 214	Social Media	2	2	0	3
WBL 110	World of Work (or)	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

TOTAL CREDIT HOURS IN CERTIFICATE 16

Information Technology Swift Programming Certificate

(C25590J)

		Class	Lab	Clinic/Exp	Credit
CIS 115	Intro to Prog & Logic	2	3	0	3
CSC 118	Swift Programming I	2	3	0	3
CSC 218	Swift Programming II	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	INetwork & Sec Foundation	2	2	0	3
CTI 115	Computer Systems Foundation (or)	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Information Technology
Python Programming Certificate
 (C25590K)

		Class	Lab	Clinic/Exp	Credit
CIS 115	Intro to Prog & Logic	2	3	0	3
CSC 121	Python Programming	2	3	0	3
CSC 221	Advanced Python Programming	2	2	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 120	INetwork & Sec Foundation	2	2	0	3
CTI 115	Computer Systems Foundation <i>(or)</i>	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Information Technology
General Office Assistant Certificate
 (C25590M)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
CTS 288	Professional Practices in IT <i>(or)</i>	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 184	Records Management	2	2	0	3
WEB 214	Social Media	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Information Technology
Programming Fundamentals Certificate
 (C25590N)

		Class	Lab	Clinic/Exp	Credit
CIS 115	Intro to Prog & Logic	2	3	0	3
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 115	Computer Systems Foundation	2	2	0	3
CSC 121	Python Programming	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 16

Information Technology Database Specialist Certificate (C25590R)

		Class	Lab	Clinic/Exp	Credit
CTI 110	Web, Pgm, & Db Foundation	2	2	0	3
CTI 115	Computer Systems Foundation	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
DBA 120	Database Programming I	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
WBL 110	World of Work <i>(or)</i>	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1

TOTAL CREDIT HOURS IN CERTIFICATE 16

Licensed Practical Nurse Refresher Certificate (C45390)

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. *Individuals entering this curriculum must have been previously licensed as a Practical Nurse.*

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

		Class	Lab	Clinic/Exp	Credit
NUR 107	LPN Refresher	9	0	9	12

TOTAL CREDIT HOURS IN CERTIFICATE 12

Mechanical Engineering Technology Degree (A40320)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Two tracks are available under the Mechanical Engineering degree, Mechanical Pathway (A40320A) and Mechanical Engineering Pathway (A40320B). Requirements follow.

Mechanical Engineering Technology Degree - Mechanical Pathway (A40320A)

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (4 SHC)

- Mathematics (**MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (21 Credit Hours)					
DFT 151	CAD I	2	3	0	3
DFT 154	Intro Solid Modeling	2	3	0	3
EGR 250	Statics/Strength of Mater	4	3	0	5
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 145	Mfg Materials I	2	3	0	3
PHY 151	College Physics I	3	2	0	4
OTHER MAJOR HOURS (31 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
DFT 152	CAD II	2	3	0	3
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 114	Intro to Metrology	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MEC 130	Mechanisms	2	2	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1
Electives (Choose at least 3 Credit Hours)					
ATR 112	Intro to Automation	2	3	0	3
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
CHM 151	General Chemistry I	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3

CTI 120	Network and Sec Foundation	2	2	0	3
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ISC 132	Mfg Quality Control	2	3	0	3
MAC 151	Machining Calculations	1	2	0	2
MAT 172	Precalculus Trigonometry	3	2	0	4
MEC 180	Engineering Materials	2	3	0	3
MEC 260	Fundamentals of Machine Design	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 112	Basic Welding Processes	1	3	0	2

TOTAL CREDIT HOURS IN DEGREE68

Mechanical Engineering Technology Degree - Engineering Pathway (A40320B)

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220)

Natural Sciences/Mathematics (4 SHC)

- Mathematics (**MAT 171**)

MAJOR HOURS - CORE COURSES (21 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
DFT 151	CAD I	2	3	0	3
DFT 154	Intro Solid Modeling	2	3	0	3
EGR 250	Statics/Strength of Mater	4	3	0	5
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 145	Mfg Materials I	2	3	0	3
PHY 151	College Physics I	3	2	0	4

OTHER MAJOR HOURS (31 Credit Hours)

CHM 151	General Chemistry I	2	3	0	4
CSC 134	C++ Programming	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1
MAC 111	Machining Technology I	2	12	0	6

MAT 172	Precalculus Trigonometry	3	2	0	4
MEC 130	Mechanisms	2	2	0	3
MEC 161	Manufacturing Processes I	3	0	0	3

Electives (Choose at least 3 Credit Hours)

ATR 112	Intro to Automation	2	3	0	3
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 120	Network and Sec Foundation	2	2	0	3
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ISC 132	Mfg Quality Control	2	3	0	3
MAC 151	Machining Calculations	1	2	0	2
MAT 271	Calculus I	3	2	0	4
MAT 272	Calculus II	3	2	0	4
MEC 180	Engineering Materials	2	3	0	3
MEC 260	Fundamentals of Machine Design	2	3	0	3
PHY 152	College Physics II	3	2	0	4
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 112	Basic Welding Processes	1	3	0	2

TOTAL CREDIT HOURS IN DEGREE68

Mechanical Engineering Technology - Mechatronics Certificate

(C40320E)

		Class	Lab	Clinic/Exp	Credit
DFT 151	CAD I	2	3	0	3
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MAC 124	CNC Milling	1	3	0	2
MEC 145	Mfg Materials I	2	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Mechatronics Engineering Technology Degree

(A40350)

The Engineering and Technology curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

Mechatronics Engineering Technology is a course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other

electromechanical systems. Study includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, SOC 220,)

Natural Sciences/Mathematics (4 SHC)

- Mathematics (**MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (36 Credit Hours)					
ATR 112	Introduction to Automation	2	3	0	3
CIS 110	Introduction to Computers	2	2	0	3
DFT 151	CAD I	2	3	0	3
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELC 213	Instrumentation	3	2	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 130	Mechanisms	2	2	0	3
PHY 151	College Physics I	3	2	0	4
OTHER MAJOR HOURS (15 Credit Hours)					
DFT 154	Intro Solid Modeling	2	3	0	3
ELC 131A	Circuit Analysis I Lab	0	3	0	1
MAC 124	CNC Milling	1	3	0	2
MEC 145	Mfg Materials I	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
Electives (Choose at least 3 Credit Hours)					
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
CSC 151	JAVA Programming	2	3	0	3
CTI 120	Network and Sec Foundation	2	2	0	3
DFT 152	CAD II	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3

ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ISC 132	Mfg Quality Control	2	3	0	3
MAC 114	Intro to Metrology	2	0	0	2
MAC 132	Blueprint Reading/Mach II	1	2	0	2
MEC 260	Fundamentals of Machine Design	2	3	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
WLD 112	Basic Welding Processes	1	3	0	2

TOTAL CREDIT HOURS IN DEGREE67

Medical Assisting Degree

(A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC)

- Psychology (**PSY 150**)

Natural Sciences/Mathematics (3 SHC)

- Biology (BIO 271)

MAJOR HOURS - CORE COURSES (33 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3

MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Practicum	0	0	15	5

OTHER MAJOR HOURS (20 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
MED 136	Preventive Health	2	0	0	2
MED 138	Infection/Hazard Control	2	0	0	2
MED 230	Admin Office Proc III	1	2	0	2
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3

Electives (Choose at least 3 Credit Hours)

BUS 137	Principles of Management	3	0	0	3
BUS 152	Human Relations	3	0	0	3
OST 148	Med Coding Billing & Insurance	3	0	0	3
WBL 111	Work-Based Learning I	0	0	10	1

TOTAL CREDIT HOURS IN DEGREE **68****Medical Assisting Diploma**

(D45400)

The Medical Assisting program is a 1 + 1 diploma/degree option. In order to progress into the Associate in Applied Science degree, students must have successfully completed the diploma option with a 2.5 GPA.

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (30 Credit Hours)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Practicum	0	0	15	5

OTHER MAJOR HOURS (10 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
MED 138	Infection/Hazard Control	2	0	0	2
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	2	2	0	3

TOTAL CREDIT HOURS IN DIPLOMA **46**

Medical Assisting - Medical Laboratory Assistant (MLA) Certificate (C45400A)

		Class	Lab	Clinic/Exp	Credit
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 138	Infection/Hazard Control	2	0	0	2
MED 150	Laboratory Procedures I	3	4	0	5
WBL 111	Work-Based Learning I	0	0	10	1

TOTAL CREDIT HOURS IN CERTIFICATE 16

Medical Office Administration

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Two tracks are available under the Medical Office Administration degree to allow students to select the specialty of their choice: General Medical Office Administration (A25310A) and Medical Billing and Coding (A25310B). Requirements for each follow.

Medical Office Administration Degree- General Medical Office Administration Pathway (A25310A)

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251**, **ECO 252**)
- Geography (GEO 111)
- History (**HIS 111**, **HIS 112**, **HIS 131**, **HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210**, **SOC 220**)

Natural Sciences/Mathematics (4 SHC)

- Biology (BIO 168)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (36 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3
OST 236	Adv Word Processing	2	2	0	3
OST 286	Professional Development	3	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
OTHER MAJOR HOURS (14 Credit Hours)					
BUS 121	Business Math	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
Electives (Choose at least 4 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 250	Long Term Care Coding	1	2	0	2
WBL 110	World of Work	1	0	0	1
WBL 121	Work-Based Learning II	0	0	10	1
TOTAL CREDIT HOURS IN DEGREE					66

**Medical Office Administration Degree-
Medical Billing and Coding Pathway**
(A25310B)

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)**Communications (6 SHC)**

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (**GEO 111**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 220**)

Natural Sciences/Mathematics (4 SHC)

- Biology (**BIO 168**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (36 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	Med Coding Certification Prep	2	3	0	3
OST 260	Adv Coding Methodologies	2	2	0	3
OST 288	Medical Office Admin Capstone	2	2	0	3
OTHER MAJOR HOURS (14 Credit Hours)					
BIO 169	Anatomy and Physiology II	3	3	0	4
BUS 121	Business Math	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
TOTAL CREDIT HOURS IN DEGREE					66

Medical Office Administration - Medical Insurance Coding Diploma

(D25310)

GENERAL EDUCATION REQUIREMENTS (7 Credit Hours)**Communications (3 SHC)**

- English Composition (**ENG 111**)

Natural Sciences/Mathematics (4 SHC)

- Biology (**BIO 168**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (30 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 247	Procedure Coding	2	2	0	3
OST 248	Diagnostic Coding	2	2	0	3
OST 249	Med Coding Certification Prep	2	3	0	3
OST 260	Adv Coding Methodologies	2	2	0	3

OTHER MAJOR HOURS (7 Credit Hours)

BIO 169	Anatomy and Physiology II	3	3	0	4
OST 131	Keyboarding	1	2	0	2
WBL 121	Work-Based Learning II	0	0	10	1

TOTAL CREDIT HOURS IN DIPLOMA 44

Medical Office Administration Certificate

(C25310)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 17

Medical Sonography Degree

(A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

The SPCC Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee for Diagnostic Medical Sonography (JRCdms). Contact the Commission on Accreditation of Allied Health Education Programs, www.caahep.org, 1361 Park Street, Clearwater, FL 33756, or call 727-210-2350 for questions about the accreditation.

GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Psychology (**PSY 150**)
- Sociology (**SOC 210**)

Natural Sciences/Mathematics (4 SHC) Choose one course:

- Mathematics (**MAT 152, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (54 Credit Hours)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 121	SON Clinical Education II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecologic Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2
OTHER MAJOR HOURS (6 Credit Hours)					
PHY 110	Conceptual Physics <i>and</i>	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
SON 272	Advanced Pathology	0	3	0	1
SON 276	Fetal Echocardiology	1	0	0	1
TOTAL CREDIT HOURS IN DEGREE					76

Nurse Aide (Certificate)

(C45840)

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (13 Credit Hours)					
NAS 101	Nurse Aide I	3	4	3	6
NAS 102	Nurse Aide II	3	2	6	6
NAS 107	Medication Aide	0	2	0	1
OTHER MAJOR HOURS (3 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Other Nursing Awards

Associate Degree Nursing

(A45110)

This program of study is on page VI-22 of this catalog.

Associate in General Education - Nursing

(A1030N)

This program of study is on page VI-15 of this catalog.

Licensed Practical Nurse Refresher Certificate

(C45390)

This program of study is on page VI-63 of this catalog.

Practical Nursing Diploma

(D45660)

This program of study is on page VI-78 of this catalog.

Paralegal Technology Degree

(A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

The SPCC Paralegal Technology Program is an institutional member of the American Association for Paralegal Education (AAfPE), www.aafpe.org. Accreditation through AAfPE allows graduates of the degree program to sit for the North Carolina Paralegal Certification Exam.

GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)

Communications (6 SHC)

- English Composition (**ENG 111**)
- Communication (Choose one course: COM 110, **COM 120**, COM 140, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111**, **ART 114**, **ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 120, HUM 130, HUM 160)
- Music (**MUS 110**, **MUS 112**)
- Philosophy (**PHI 215**, **PHI 240**)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- Geography (**GEO 111**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120**)
- Psychology (**PSY 150**)
- Sociology (**SOC 210, SOC 220**)

Natural Sciences/Mathematics (3 SHC)

- Choose one course from the following:
 - Astronomy (**AST 111/AST 111A**)
 - Principles of Biology (**BIO 110, BIO 140**)
 - Chemistry (**CHM 151**)
 - Mathematics (**MAT 143, MAT 152, MAT 171**)
 - Physics (**PHY 110/PHY 110A**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (23 Credit Hours)					
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 150	Commercial Law I	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3
OTHER MAJOR HOURS (26 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
CJC 131	Criminal Law	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 211	Real Property II	1	4	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 280	Ethics & Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3
Electives (Choose at least 3 Credit Hours)					
ACC 129	Individual Income Taxes	2	2	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
WBL 110	World of Work	1	0	0	1
WBL 111	Work-Based Learning I	0	0	10	1
WBL 115	Work-Based Learning Seminar I	1	0	0	1
TOTAL CREDIT HOURS IN DEGREE					64

Paralegal Technology Diploma

(D25380)

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

Communications (3 SHC)

- English Composition (ENG 111)

Social/Behavioral Sciences (3 SHC)

- Psychology (PSY 150)

MAJOR HOURS - CORE COURSES (14 Credit Hours)

		Class	Lab	Clinic/Exp	Credit
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 150	Commercial Law	2	2	0	3

OTHER MAJOR HOURS (17 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3

ELECTIVES (Choose at least 6 Credit Hours)

CJC 131	Criminal Law	3	0	0	3
LEX 210	Real Property I	3	0	0	3
LEX 211	Real Property II	1	4	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3

TOTAL CREDIT HOURS IN DIPLOMA 37

Paralegal Technology Certificate

(C25380)

		Class	Lab	Clinic/Exp	Credit
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2

TOTAL CREDIT HOURS IN CERTIFICATE 18

Practical Nursing Diploma

(D45660)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

The SPCC Practical Nursing Diploma Program is approved by the North Carolina Board of Nursing. Contact the Board at P. O. Box 2129, Raleigh, NC 27602-2129, or 4516 Lake Boone Trail, Raleigh, NC 27607, or call 919-782-3211 for questions about the approval.

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)

Communications (3 SHC)

- English Composition (ENG 111)

Social/Behavioral Sciences (3 SHC)

- Psychology (PSY 150)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (30 Credit Hours)					
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	7	0	9	10
NUR 103	Practical Nursing III	6	0	9	9
OTHER MAJOR HOURS (8 Credit Hours)					
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	0	0	4
TOTAL CREDIT HOURS IN DIPLOMA					44

Simulation and Game Development Degree

(A25450)

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3-D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

Collaborative Program Offered in Cooperation with Central Piedmont Community College

In this Instructional Service Agreement, students may take general education courses and introductory SGD prefix courses at South Piedmont Community College. Central Piedmont Community College will provide all other SGD prefix courses as specified within the CPCC curriculum. Students who successfully complete all requirements of the Simulation and Game Development program will be awarded an Associate in Applied Science degree by Central Piedmont Community College.

GENERAL EDUCATION REQUIREMENTS (18 Credit Hours)**English (6 SHC)**

- English (**ENG 111, ENG 112**)

Communications (3 SHC) Choose one course:

- COM 110, **COM 231**)

Humanities/Fine Arts (3 SHC) Choose one course:

- Art (**ART 111, ART 114, ART 115**)
- Drama (**DRA 111**)
- Interdisciplinary Humanities (HUM 130, HUM 160)
- Music (**MUS 110, MUS 112**)
- Philosophy (**PHI 215**)
- Religion (REL 110)

Social/Behavioral Sciences (3 SHC) Choose one course:

- Economics (**ECO 251, ECO 252**)
- History (**HIS 111, HIS 112, HIS 131, HIS 132**)
- Political Science (**POL 120,)**
- Psychology (**PSY 150**)
- Sociology (**SOC 210**)

Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 152, MAT 171, MAT 172, MAT 271**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (6 Credit Hours)					
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
OTHER MAJOR HOURS (9 Credit Hours)					
Electives (Choose at least 9 Credit Hours)					
CSC 151	Swift Programming	2	3	0	3
CSC 121	Python Programming	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CSC 218	Swift Programming II	2	3	0	3
CSC 221	Advanced Python Programming	2	2	0	3
DME 110	Intro to Digital Media	2	2	0	3
DME 120	Intro to Multimedia Appl	2	2	0	3
WBL 111	Work-Based Learning I	0	0	10	1
WBL 121	Work-Based Learning II	0	0	10	1
WEB 140	Web Development Tools	2	2	0	3
TOTAL CREDIT HOURS Offered by SPCC					33

Welding Technology Diploma

(D50420)

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)**Communications (3 SHC)**

- English Composition (**ENG 111**)

Natural Sciences/Mathematics (3 SHC) Choose one course:

- Mathematics (**MAT 143, MAT 171**)

		Class	Lab	Clinic/Exp	Credit
MAJOR HOURS - CORE COURSES (18 Credit Hours)					
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
OTHER MAJOR HOURS (19 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 151	Fabrication I	2	6	0	4
WLD 261	Certification Practices	1	3	0	2
TOTAL CREDIT HOURS IN DIPLOMA					43

Welding Technology Basic Certificate
(C50420A)

		Class	Lab	Clinic/Exp	Credit
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
TOTAL CREDIT HOURS IN CERTIFICATE					18

COURSE DESCRIPTIONS

The courses listed on the following pages represent current curriculum offerings.

- The courses are listed in alphabetic order by a 3-letter prefix (BUS for Business, HIS for History).
- The courses are assigned a 3-digit number (ACC 120).
- Any course number less than 100 level will not earn credit hours toward graduation (ENG 002).
- The course title follows the course number (ACC 120 Principles of Financial Accounting).
- The number of contact and credit hours follows the title (ACC 120 Principles of Financial Accounting 3 2 0 4). The first number represents the number of class hours per week in a 16 week semester; the second number represents the number of lab hours per week; the third number represents the number of clinical or work experience hours per week; the last number represents the number of semester credit hours assigned to the course.
- Prerequisites mean preliminary skills, knowledge, or other courses are required before enrollment in the course.
- Corequisites mean courses that must be taken during the same term as the course that requires the corequisites.
- Courses marked "FA" are generally offered in the fall semester. Courses marked "SP" are generally offered in the spring semester. Courses marked "SU" may be offered in the summer term.

ACA 122 College Transfer Success

0 2 0 1

Prerequisites: None

Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. Students will develop the framework for an electronic portfolio based around program outcomes and the core skills. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

ACC 120 Principles of Financial Accounting

3 2 0 4

Prerequisites: None

Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

ACC 121 Principles of Managerial Accounting

3 2 0 4

Prerequisites: ACC 120

Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

ACC 129 Individual Income Taxes**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. SP

ACC 130 Business Income Taxes**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. FA

ACC 140 Payroll Accounting**1 3 0 2**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. SP

ACC 150 Accounting Software Applications**1 3 0 2**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accurately accounting problems. SP

ACC 180 Practices in Bookkeeping**3 0 0 3**

Prerequisites: ACC 120

Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses. FA

ACC 215 Ethics in Accounting**3 0 0 3**

Prerequisites: ACC 121

Corequisites: None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities. FA

ACC 220 Intermediate Accounting I**3 2 0 4**

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. FA

ACC 221	Intermediate Accounting II	3	2	0	4
Prerequisites: ACC 220					
Corequisites: None					
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. SP					
ACC 225	Cost Accounting	3	0	0	3
Prerequisites: ACC 121					
Corequisites: None					
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. FA					
AGR 130	Alternative Agriculture Production	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices. SP					
AGR 139	Introduction to Sustainable Agriculture	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course will provide students with a clear perspective on the principles, history, and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students should be able to identify the principles of sustainable agriculture as they relate to basic production practices. FA					
AGR 140	Agricultural Chemicals	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides. FA					
AGR 150	Ag-O-Metrics	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production. FA					
AGR 160	Plant Science	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems. SP					

Course Number	Course Title	Prerequisites	Corequisites	Hours	Credits
AGR 170	Soil Science	None	None	2	2
This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. FA					
AGR 212	Farm Business Management	None	None	3	0
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. FA					
AGR 213	Ag Law & Finance	None	None	3	0
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry. SP					
AGR 214	Agricultural Marketing	None	None	3	0
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. SP					
AGR 262	Weed ID & Control	None	None	2	3
This course introduces the annual and perennial weeds of economic importance in the Southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control. SP					
AHR 110	Introduction to Refrigeration	None	None	2	6
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. Students may receive credit for this course by successfully completing non-credit course AHR 3123B. FA					
AHR 111	HVACR Electricity	None	None	2	2
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. SP					

AHR 112	Heating Technology	2	4	0	4
Prerequisites: None					
Corequisites: None					
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. FA					
AHR 113	Comfort Cooling	2	4	0	4
Prerequisites: None					
Corequisites: None					
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation. FA					
AHR 114	Heat Pump Technology	2	4	0	4
Prerequisites: AHR 110 or AHR 113					
Corequisites: None					
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. SP					
AHR 115	Refrigeration Systems	1	3	0	2
Prerequisites: AHR 110					
Corequisites: None					
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs. FA					
AHR 125	HVACR Electronics	2	2	0	3
Prerequisites: AHR 111, ELC 111, or ELC 112					
Corequisites: None					
This course introduces the common electronic control components in HVACR systems. Emphasis is placed on identifying electronic components and their functions in HVACR systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions. FA					
AHR 133	HVAC Servicing	2	6	0	4
Prerequisites: None					
Corequisites: AHR 112 or AHR 113					
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. FA					
AHR 140	All-Weather Systems	1	3	0	2
Prerequisites: AHR 112 or AHR 113					
Corequisites: None					
This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures. FA					

AHR 151 HVAC Duct Systems I**1 3 0 2**

Prerequisites: None

Corequisites: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. FA

AHR 152 HVAC Duct Systems II**1 3 0 2**

Prerequisites: None

Corequisites: None

This course introduces the techniques used to lay out and fabricate more advanced types of duct work found in HVAC systems. Emphasis is placed on the skills required to work with complex rectangular and round fittings and transitions. Upon completion, students should be able to lay out and fabricate complex rectangular and round fittings. SP

AHR 180 HVACR Customer Relations**1 0 0 1**

Prerequisites: None

Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints. SP

AHR 211 Residential System Design**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. SP

AHR 212 Advanced Comfort Systems**2 6 0 4**

Prerequisites: AHR 114

Corequisites: None

This course covers water-cooled systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. SP

AHR 213 HVACR Building Code**1 2 0 2**

Prerequisites: None

Corequisites: None

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina building codes that apply to specific areas of the HVACR trade. Students may receive credit for this course by successfully completing non-credit course AHR 3131K SP

AHR 240 Hydronic Heating**1 3 0 2**

Prerequisites: AHR 112

Corequisites: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems. SP

AHR 250	HVAC System Diagnostics	0	4	0	2
Prerequisites: None					
Corequisites: AHR 212					
This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications. SP					
AHR 255	Indoor Air Quality	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems. FA					
ANS 110	Animal Science	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally. FA					
ANS 130	Poultry Production	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide, and internationally. FA					
ANS 150	Animal Health Management	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces animal diseases and health management. Topics include identification, prevention, management (including integrated pest management), and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures. SP					
ANS 230	Poultry Management	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is designed to expand topics covered in ANS 130. Emphasis is placed on management techniques as they relate to brooding, growing, and housing poultry and the environmental needs of various types of poultry. Upon completion, students should be able to analyze and respond to management and production problems as they occur. SP					
ART 111	Art Appreciation	3	0	0	3
Prerequisites: DRE 098 or ENG 002					
Corequisites: None					
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and					

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

ART 122 Three-Dimensional Design**0 6 0 3**

Prerequisites: None

Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

ART 131 Drawing I**0 6 0 3**

Prerequisites: None

Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

ART 132 Drawing II**0 6 0 3**

Prerequisites: ART 131 Minimum grade C

Corequisites: None

This This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

ART 171 Digital Design I**0 6 0 3**

Prerequisites: None

Corequisites: None

This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

ART 214 Portfolio and Resume**0 2 0 1**

Prerequisites: ACA 122 and Permission of instructor

Corequisites: None

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

ART 240 Painting I**0 6 0 3**

Prerequisites: None

Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed

toward the development of expressive form. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

ART 241 Painting II **0 6 0 3**

Prerequisites: ART 240 Minimum grade C

Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. SP*

ART 264 Digital Photography I **0 6 0 3**

Prerequisites: None

Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

ART 265 Digital Photography II **0 6 0 3**

Prerequisites: ART 264 Minimum grade C

Corequisites: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

ART 271 Digital Design II **0 6 0 3**

Prerequisites: ART 171 Minimum grade C

Corequisites: None

This course includes advanced digital techniques in raster, vector, and time based media. Emphasis is based on creative application and integration of digital technologies. Upon completion, students should be able to demonstrate command of various digital systems to express their personal vision. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

ART 275 Introduction to Graphic Design **0 6 0 3**

Prerequisites: None

Corequisites: None

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. FA*

ART 276 Interactive Media Technology

0 6 0 3

Prerequisites: None

Corequisites: None

This course introduces students to the concepts and techniques used in designing and producing interactive projects. Emphasis is placed on the interactive development process, aesthetics of visual solutions, technical proficiency, and graphical user interface (GUI) with projects including digital imaging, web design, simple animation, graphics and copyright issues. Upon completion, students should be able to use contemporary software to solve a variety of multimedia problems for a range of platforms and devices that may include web-based interaction, mobile devices or other emerging technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

ART 281 Sculpture I

0 6 0 3

Prerequisites: None

Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in a variety of sculptural approaches. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

ART 282 Sculpture II

0 6 0 3

Prerequisites: ART 281

Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

ART 283 Ceramics I

0 6 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

ART 284 Ceramics II

0 6 0 3

Prerequisites: ART 283 Minimum grade C

Corequisites: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

ART 288 Studio

0 6 0 3

Prerequisites: None

Corequisites: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific

to media, materials, and techniques. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

ASL 111 Elementary ASL I

3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

ASL 112 Elementary ASL II

3 0 0 3

Prerequisites: ASL 111 Minimum grade C

Corequisites: None

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

ASL 211 Intermediate ASL I

3 0 0 3

Prerequisites: ASL 112

Corequisites: None

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

ASL 212 Intermediate ASL II

3 0 0 3

Prerequisites: ASL 211

Corequisites: None

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

AST 111 Descriptive Astronomy

3 0 0 3

Prerequisites: MAT 060 and MAT 070 or
DMA 010, DMA 020, DMA 030 or
DMA 010, DMA 020, DMA 030 or
DMA 025 or
MAT 003

Corequisites: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate understanding of the universe around them. *This course has been approved for transfer*

under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. FA, SP

AST 111A Descriptive Astronomy Lab 0 2 0 1

Prerequisites: None

Corequisites: AST 111

This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate understanding of the universe around them. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

AST 151 General Astronomy I 3 0 0 3

Prerequisites: MAT 060 and MAT 070 or
DMA 010, DMA 020, DMA 030, DMA 040 or
DMA 010, DMA 020, DMA 030, DMA 045 or
DMA 025, DMA 040 or
DMA 025, DMA 045 or
MAT 003 or
MAT 010 or
MAT 021 or
MAT 043 or
MAT 052 or
MAT 071

Corequisites: AST 151A

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

AST 151A General Astronomy I Lab 0 2 0 1

Prerequisites: None

Corequisites: AST 151

This course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

ATR 112 Intro to Automation 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. FA

ATT 140 Emerging Transp Tech**2 3 0 3**

Prerequisites: None

Corequisites: None

This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods, and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies. FA, SU

AUB 111 Painting & Refinishing I**2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. FA, SU

AUB 121 Non-Structural Damage I**1 4 0 3**

Prerequisites: None

Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards. FA, SU

AUB 162 Autobody Estimating**1 2 0 2**

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. SP, SU

AUT 114 Safety and Emissions**1 2 0 2**

Prerequisites: None

Corequisites: None

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions Inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections. FA

AUT 116 Engine Repair**2 3 0 3**

Prerequisites: None

Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. Students may receive credit for this course by successfully completing non-credit course AUT 3137A SP

AUT 116A Engine Repair Lab**0 3 0 1**

Prerequisites: None

Corequisites: AUT 116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform

AUT 141	Suspension & Steering Systems	2	3	0	3
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Corequisites: None

AUT 151	Brake Systems	2	3	0	3
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Corequisites: None

AUT 163	Adv Auto Electricity	2	3	0	3
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Corequisites: None

AUT 181	Engine Performance I	2	3	0	3
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Corequisites: None

AUT 183	Engine Performance II	2	6	0	4
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Corequisites: None

AUT 221	Auto Transm/Transaxles	2	3	0	3
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Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains

AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
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This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. FA

AUT 281	Adv Engine Performance	2	2	0	3
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This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair. SP

BIO 110	Principles of Biology	3	3	0	4
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This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 111	General Biology I	3	3	0	4
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This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 112	General Biology II	3	3	0	4
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This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

3 3 0 4

Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.*

3 0 0 3

Prerequisites: MAT 060 and MAT 070 or
DMA 010, DMA 020, DMA 030 or
DMA 025 or
MAT 003

Corequisites: None

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA, SP

4 2 0 5

Prerequisites: MAT 060 and MAT 070 or
DMA 010, DMA 020, DMA 030 or
DMA 025 or
MAT 003

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course also includes an introduction to microbiology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

3 3 0 4

Prerequisites: MAT 060 and MAT 070 or
DMA 010, DMA 020, DMA 030 or
DMA 025 or
MAT 003

Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

FA SP

BIO 169 Anatomy and Physiology II**3 3 0 4**

Prerequisites: BIO 168 Minimum Grade C

Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

BIO 250 Genetics**3 3 0 4**

Prerequisites: BIO 112

Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

BIO 271 Pathophysiology**3 0 0 3**

Prerequisites: BIO 163, BIO 166 or BIO 169 Minimum grade C

Corequisites: None

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

BIO 275 Microbiology**3 3 0 4**

Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168 Minimum grade C

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

BPR 115 Elc/Fluid Power Diagrams**1 2 0 2**

Prerequisites: None

Corequisites: None

This course covers sketching of detail and assembly drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Emphasis is placed on interpretation and communication skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate an understanding of, and draw sketches and schematics commonly used in industry. FA

BUS 110 Introduction to Business**3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of

business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

BUS 115 Business Law I 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

BUS 121 Business Math 2 2 0 3

Prerequisites: None

Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. FA, SP

BUS 135 Principles of Supervision 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. SP

BUS 137 Principles of Management 3 0 0 3

Prerequisites: None

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

BUS 139 Entrepreneurship I 3 0 0 3

Prerequisites: None

Corequisites: None

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. FA

BUS 152 Human Relations 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts. SP

BUS 153 Human Resource Management**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. SP

BUS 220 Purchasing**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the purchasing function and explains its role in business. Topics include the legal and ethical aspects of purchasing, quality assurance, and the application of purchasing formulas and methods for cost analysis. Upon completion, students should be able to complete a purchase transaction incorporating legal, ethical, quality, and cost considerations. SP

BUS 225 Business Finance**2 2 0 3**

Prerequisites: ACC 120

Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. FA

BUS 234 Training and Development**3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. SP

BUS 240 Business Ethics**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. FA

BUS 280 REAL Small Business**4 0 0 4**

Prerequisites: None

Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. SP

CCT 110 Intro to Cyber Crime**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students will be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem. FA

CCT 112 Ethics & High Technology

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value systems and apply ethical considerations in identifiable cyber crime investigations. SP

CCT 121 Computer Crime Investigation

3 2 0 4

Prerequisites: None

Corequisites: None

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution. Students may receive credit for this course by successfully completing non-credit course CJC 5001A. SP

CCT 231 Technology Crimes & Law

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws. FA

CCT 250 Network Vulnerabilities I

2 2 0 3

Prerequisites: CTI 120 or NET 110

Corequisites: None

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation. SP

CCT 260 Mobile Phone Examination

1 4 0 3

Prerequisites: None

Corequisites: None

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving mobile phones. Topics include the basics of the cellular networks as well as data extraction from GSM, iDEN, and CDMA handsets. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from GSM, iDEN and CDMA handsets. SP

CCT 289 Capstone Project

1 6 0 3

Prerequisites: CCT 231 or CCT 220

Corequisites: None

This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with business or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs. SP

CET 150 Computer Forensics I**2 3 0 3**

Prerequisites: None

Corequisites: None

This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media. FA

CET 250 Computer Forensics II**2 3 0 3**

Prerequisites: None

Corequisites: None

This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion, students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks. SP

CHI 111 Elementary Chinese I**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

CHI 112 Elementary Chinese II**3 0 0 3**

Prerequisites: CHI 111

Corequisites: None

This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate further cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

CHM 131 Introduction to Chemistry**3 0 0 3**

Prerequisites: MAT 060 and MAT 070 or
DMA 010, DMA 020, DMA 030 or
DMA 025 or
MAT 003

Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

CHM 131A Introduction to Chemistry Lab

0 3 0 1

Prerequisites: None

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* FA

CHM 132 Organic and Biochemistry

3 3 0 4

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* SP

CHM 151 General Chemistry I

3 3 0 4

Prerequisites: MAT 060 and MAT 070 or

DMA 010, DMA 020, DMA 030, DMA 040 or

DMA 010, DMA 020, DMA 030, DMA 045 or

DMA 025, DMA 040 or

DMA 025, DMA 045 or

MAT 003 or

MAT 010 or

MAT 021 or

MAT 043 or

MAT 052 or

MAT 071

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* FA,SP

CHM 152 General Chemistry II

3 3 0 4

Prerequisites: CHM 151 Minimum grade C

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* SP

CHM 251 Organic Chemistry I

3 3 0 4

Prerequisites: CHM 152 Minimum grade C

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons.

alkylhalides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

CHM 252 Organic Chemistry II

3 3 0 4

Prerequisites: CHM 251 Minimum grade C

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

CIS 110 Introduction to Computers

2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).* FA, SP, SU

CIS 115 Introduction to Programming & Logic

2 3 0 3

Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040 or

DMA 025, DMA 040

MAT 121 or

MAT 171 or

MAT 003

Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).* FA, SP

CIS 164 DTP Layout & Design

2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of design and page layout. Emphasis is placed on page layout organization, typography, and color. Upon completion, students should be able to create projects that visually enhance communication. FA

CJC 110 Basic Law Enforcement Training

10 30 0 20

Prerequisites: Enrollment in Basic Law Enforcement Training Program

Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement

communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course. FA, SP

CJC 111 Introduction to Criminal Justice 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

CJC 112 Criminology 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. FA

CJC 113 Juvenile Justice 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. FA

CJC 121 Law Enforcement Operations 3 0 0 3

Prerequisites: None

Corequisites: None

The course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

CJC 131 Criminal Law 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. FA

CJC 132 Court Procedure & Evidence 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. FA

CJC 141 Corrections**3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

CJC 151 Introduction to Loss Prevention**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention. FA

CJC 212 Ethics & Community Relations**3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. SP

CJC 213 Substance Abuse**3 0 0 3**

Prerequisites: None

Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. SP

CJC 214 Victimology**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. SP

CJC 215 Organization & Administration**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. SP

CJC 221 Investigative Principles**3 2 0 4**

Prerequisites: None

Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence,

preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. FA

CJC 222 Criminalistics 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. SP

CJC 223 Organized Crime 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system. SP

CJC 231 Constitutional Law 3 0 0 3

Prerequisites: None

Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. SP

CJC 232 Civil Liability 3 0 0 3

Prerequisites: None

Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. SP

COM 110 Introduction to Communication 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course is inherently global/diverse in nature. *This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.*

COM 120 Introduction to Interpersonal Communication 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication

skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

COM 140 Introduction to Intercultural Communication 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication.*

COM 231 Public Speaking 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA as a general education course in Communication. This course has been approved for transfer under the ICAA as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.*

CSC 118 Swift Programming 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language. SP

CSC 121 Python Programming 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs. SP

CSC 134 C++ Programming 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

CSC 151	JAVA Programming	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug JAVA language programs. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i> SP					
CSC 218	Swift Programming II	2	3	0	3
Prerequisites: CSC 118					
Corequisites: None					
This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language. SP					
CSC 221	Advanced Python Programming	2	2	0	3
Prerequisites: CSC 121					
Corequisites: None					
This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs. SP					
CTI 110	Web, Pgm, and Db Foundation	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. FA					
CTI 115	Computer Systems Foundation	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the basic hardware components of a personal computer workstation and their operations and interactions with software. Topics include installing and updating system software, application software programs, and device drivers. Upon completion, students should be able to set up a workstation, install software, and establish network connectivity. FA					
CTI 120	Network and Security Foundation	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. FA					
CTS 115	Info Sys Business Concepts	3	0	0	3
Prerequisites: None					
Corequisites: None The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process					

based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

CTS 120	Hardware/Software Support	2	3	0	3
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Prerequisites: None

Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. Students may receive credit for this course by successfully completing non-credit course CET 3100B. SP

CTS 125	Presentation Graphics	2	2	0	3
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Prerequisites: None

Corequisites: None

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. SP

CTS 130	Spreadsheet	2	2	0	3
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Prerequisites: None

Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. FA, SP

CTS 155	Tech Support Functions	2	2	0	3
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Prerequisites: None

Corequisites: None

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. SP

CTS 288	Professional Practices in IT	2	2	0	3
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Prerequisites: None

Corequisites: None

This course provides students with the business skills needed for success in the information technology field. Topics include portfolio development, resume design, interviewing techniques and professional practices. Upon completion, students should be able to prepare themselves and their work for a career in the information technology field. SP

CTS 289	System Support Project	1	4	0	3
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Prerequisites: CTI 110, CTI 120, and CTS 115

Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. SP

Culinary Arts		2	0	0	2
CUL 110	Sanitation and Safety				
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.					
CUL 112	Nutrition for Foodservice	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management exercise, nutritional adaptation analysis of recipes/menus, health cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.					
CUL 135	Food & Beverage Service	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course is designed to cover the practical skills and knowledge necessary to effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.					
CUL 140	Culinary Skills I	2	6	0	5
Prerequisites: None					
Corequisites: CUL 110					
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.					
CUL 160	Baking I	1	4	0	3
Prerequisites: None					
Corequisites: CUL 110					
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. FA					
CUL 170	Garde Manger I	1	4	0	3
Prerequisites: None					
Corequisites: CUL 110					
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology. FA					

CUL 240 Culinary Skills II 1 8 0 5

Prerequisites: CUL 110 and CUL 140 or
CUL 110, CUL 142, and CUL 170

Corequisites: None

This course is designed to further student knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 245 Contemporary Cuisines 1 8 0 5

Prerequisites: CUL 110 and CUL 140

Corequisites: None

This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines.

CUL 260 Baking II 1 4 0 3

Prerequisites: CUL 110 and CUL 160

Corequisites: None

This course is a continuation of CUL 160. Topics include specialty breads, pastillage, marzipan, chocolate, pulled-sugar, confections, classic desserts, pastries, and cake decorating. Upon completion, students should be able to demonstrate pastry preparation and plating, cake decorating, and show-piece production skills.

CUL 270 Garde Manger II 1 4 0 3

Prerequisites: CUL 110, CUL 140, and CUL 170

Corequisites: None

This course is designed to further students knowledge in basic cold food preparation techniques and pantry production. Topics include pates, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.

DBA 110 Database Concepts 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. FA

DBA 120 Database Programming I 2 2 0 3

Prerequisites: None

Corequisites: None

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. SP

DFT 151 CAD I 2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. FA

DFT 152	CAD II	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. SP					
DFT 154	Intro Solid Modeling	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing. FA					
DFT 170	Engineering Graphics	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. <i>This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.</i> SP					
DME 110	Intro to Digital Media	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology. FA					
DME 115	Graphic Design Tools	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques. FA					
DME 120	Intro to Multimedia Appl	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications SP					
DME 130	Digital Animation I	2	2	0	3
Prerequisites: DME 110					
Corequisites: None					
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations. FA					

DME 140 Intro to Audio/Video Media**2 2 0 3**

Prerequisites: None

Corequisites: None

This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications. SP

DME 210 User Interface Design**2 2 0 3**

Prerequisites:

Corequisites: None

This course covers current design approaches and emerging standards related to the design and development of user interfaces. Emphasis is placed on conducting research, and analyzing and reviewing current practices in effective interface design. Upon completion, students should be able to intelligently discuss and evaluate new and existing digital media products in terms of the user interface. FA

DME 215 Adv Graphic Design Tools**2 2 0 3**

Prerequisites: DME 115

Corequisites: None

This course provides students with advanced design techniques in a digital environment. Emphasis is placed on understanding principles of design and typography, and applying them effectively in projects. Upon completion, students should be able to design and produce a range of visual products using advanced digital design techniques and principles. FA

DME 220 Interactive Multimedia Prog**2 2 0 3**

Prerequisites: DME 120

Corequisites: None

This course is designed to build on concepts developed in DME 120 and teaches students to apply custom programming to develop advanced applications and components. Emphasis is placed on scripting language functionalities associated with a variety of software packages. Upon completion, students should be able to produce advanced, high-quality interactive multimedia applications. FA

DME 270 Prof Pract Digital Media**2 2 0 3**

Prerequisites: DME 120 and DME 130

Corequisites: None

This course introduces students to business skills needed to succeed in the digital media workplace. Topics include portfolio development, resume design, and preparation of media contacts. Upon completion, students should be able to prepare themselves and their work for a career in the digital media workplace. SP

DME 285 Systems Project**2 2 0 3**

Prerequisites: DME 120 and DME 130

Corequisites: None

This course provides an opportunity to complete a significant digital media project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete, maintain and implement a digital media project. SP

DRA 111 Theatre Appreciation**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA

DRA 115 Theatre Criticism**3 0 0 3**

Prerequisites: DRA 111

Corequisites: None

This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

DRA 126 Storytelling**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

ECM 210 Introduction to Electronic Commerce**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working Electronic Commerce Internet web site. SP

ECO 251 Principles of Microeconomics**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

ECO 252 Principles of Macroeconomics**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course. FA, SP*

EDU 119 Introduction to Early Childhood Education**4 0 0 4**

Prerequisites: None

Corequisites: None

This course covers the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for

EDU 131	Child, Family, & Community	3	0	0	3
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Corequisites: None

EDU 144	Child Development I	3	0	0	3
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Corequisites: None

EDU 145	Child Development II	3	0	0	3
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Corequisites: None

EDU 146	Child Guidance	3	0	0	3
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Corequisites: None

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. FA

EDU 151 Creative Activities

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. SP

EDU 153 Health, Safety, & Nutrition

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. SP

EDU 154 Social/Emotional/Behavioral Development

3 0 0 3

Prerequisites: EDU 144 and EDU 145

Corequisites: None

This course covers the emotional/social development of children and the causes, expressions, prevention, and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral support. FA

EDU 157 Active Play

2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development. SP

EDU 161 Introduction to Exceptional Children

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers children with exceptionalities as life long learners within the context of the community, school, and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes. SP

EDU 184 Early Childhood Introductory Practicum

1 3 0 2

Prerequisites: EDU 119

Corequisites: None

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for

EDU 187	Teaching and Learning for All	3	3	0	4
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Corequisites: None

EDU 188	Issues in Early Childhood Education	2	0	0	2
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Corequisites: None

EDU 216	Foundations of Education	3	0	0	3
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Corequisites: None

EDU 221	Children with Exceptionalities	3	0	0	3
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Corequisites: None

EDU 234	Infants, Toddlers, and Twos	3	0	0	3
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Corequisites: None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and

EDU 250	Teacher Licensure Preparation	3	0	0	3
Prerequisites:	ENG 111 and MAT 143 or MAT 152 or MAT 171				

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. SP

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children. SP

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. SP

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. SP

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. SP

EDU 271	Educational Technology	2	2	0	3
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Prerequisites: None

Corequisites: None

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. SP

EDU 279	Literacy Develop and Instruct	3	3	0	4
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Prerequisites: None

Corequisites: None

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280	Language & Literacy Experiences	3	0	0	3
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Prerequisites: None

Corequisites: None

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. FA

EDU 284	Early Child Capstone Practicum	1	9	0	4
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Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151, or
EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151, or
EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151, or
EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151

Corequisites: None

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. SP

EGR 150	Introduction to Engineering	1	2	0	2
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Prerequisites: None

Corequisites: None

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion,

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. Students may receive credit for this course by successfully completing non-credit course ELC-3119F. SP

ELC 117 Motors and Controls**2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. Students may receive credit for this course by successfully completing non-credit course MNT 3065L. SP

ELC 118 National Electrical Code**1 2 0 2**

Prerequisites: None

Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. FA

ELC 121 Electrical Estimating**1 2 0 2**

Prerequisites: ELC 113

Corequisites: None

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects. FA

ELC 128 Introduction to PLC**2 3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs. Students may receive credit for this course by successfully completing non-credit course ISC 3138E. FA

ELC 131 Circuit Analysis**3 3 0 4**

Prerequisites: None

Corequisites: None

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. FA

ELC 131A Circuit Analysis I Lab**0 3 0 1**

Prerequisites: None

Corequisites: ELC 131

This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment. FA

ELC 134 Transformer Applications**1 2 0 2**

Prerequisites: None

Corequisites: None

This course covers single- and three-phase transformer applications as found in industrial/commercial buildings and machinery. Topics include transformer principles, single- and three-phase calculations, and connections. Upon completion, students should be able to understand single- and three-phase transformers, make transformer connections, and make calculations. SP

ELC 139	AC Circuit Analysis	3	3	0	4
Prerequisites: None					
Corequisites: None					
This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment. SP					
ELC 213	Instrumentation	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation. FA					
ELC 215	Electrical Maintenance	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities. SP					
ELC 220	Photovoltaic Systems Tech	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications. SP					
ELN 131	Analog Electronics I	3	3	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment. SP					
ELN 133	Digital Electronics	3	3	0	4
Prerequisites: None					
Corequisites: None					
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. SP					
ELN 232	Intro to Microprocessors	3	3	0	4
Prerequisites: None					
Corequisites: None					
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. FA					

EMS 110	EMT	6	6	3	9
Prerequisites: Enrollment in Emergency Medical Science program					
Corequisites: None					
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.					
EMS 122	EMS Clinical Practicum I	0	0	3	1
Prerequisites: EMS 110, Enrollment in Emergency Medical Science program					
Corequisites: EMS 130					
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.					
EMS 130	Pharmacology	3	3	0	4
Prerequisites: EMS 110, Enrollment in Emergency Medical Science program					
Corequisites: None					
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.					
EMS 131	Advanced Airway Management	1	2	0	2
Prerequisites: EMS 110, Enrollment in Emergency Medical Science program					
Corequisites: None					
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.					
EMS 160	Cardiology I	2	3	0	3
Prerequisites: EMS 110, Enrollment in Emergency Medical Science program					
Corequisites: None					
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.					
EMS 220	Cardiology II	2	3	0	3
Prerequisites: EMS 122, EMS 130, and EMS 160, Enrollment in Emergency Medical Science program					
Corequisites: None					
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.					
EMS 221	EMS Clinical Practicum II	0	0	6	2
Prerequisites: EMS 121 or EMS 122, Enrollment in Emergency Medical Science program					
Corequisites: None					
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					

EMS 231 EMS Clinical Practice III 0 0 9 3

Prerequisites: EMS 221, Enrollment in Emergency Medical Science program

Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management 2 0 0 2

Prerequisites: Enrollment in Emergency Medical Science program

Corequisites: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. SP

EMS 240 Patients With Special Challenges 1 2 0 2

Prerequisites: EMS 122 and EMS 130, Enrollment in Emergency Medical Science program

Corequisites: None

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV 0 0 12 4

Prerequisites: EMS 231, Enrollment in Emergency Medical Science program

Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Medical Emergencies 3 3 0 4

Prerequisites: EMS 122 and EMS 130, Enrollment in Emergency Medical Science program

Corequisites: None

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose, and throat. Upon completion, students should be able to recognize, assess, and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies 1 3 0 2

Prerequisites: EMS 122 and EMS 130, Enrollment in Emergency Medical Science program

Corequisites: None

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies 3 3 0 4

Prerequisites: EMS 122 and EMS 130, Enrollment in Emergency Medical Science program

Corequisites: None

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical,

neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280 EMS Bridging Course 2 2 0 3

Prerequisites: Enrollment in Emergency Medical Science program

Corequisites: None

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care. FA

EMS 285 EMS Capstone 1 3 0 2

Prerequisites: EMS 220, EMS 250, and EMS 260, Enrollment in Emergency Medical Science program

Corequisites: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENG 002 Transition English 0 6 0 3

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. FA, SP

ENG 011 Writing and Inquiry Support 1 2 0 2

Prerequisites: None

Corequisites: None

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English. FA, SP

ENG 111 Writing and Inquiry 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP, SU

ENG 112 Writing/Research in the Disciplines 3 0 0 3

Prerequisites: ENG 111 Minimum grade C

Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate

to various disciplines. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP, SU

ENG 113 Literature-Based Research 3 0 0 3

Prerequisites: ENG 111 Minimum grade C

Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* FA, SP

ENG 114 Professional Research & Reporting 3 0 0 3

Prerequisites: ENG 111 Minimum grade C

Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* FA, SP

ENG 125 Creative Writing I 3 0 0 3

Prerequisites: ENG 111 Minimum grade C

Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

ENG 231 American Literature I 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114 Minimum grade C

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA, SU

ENG 232 American Literature II 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114 Minimum grade C

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* SP

3 0 0 3

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA

3 0 0 3

Corequisites: None

prerequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* SP

3 0 0 3

Corequisites: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

3 0 0 3

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

3 0 0 3

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

ETR 220 Innovation and Creativity**3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place. SP

ETR 230 Entrepreneur Marketing**3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for start-up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start-up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources. FA

ETR 270 Entrepreneurship Issues**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business. FA

FRE 111 Elementary French I**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

FRE 112 Elementary French II**3 0 0 3**

Prerequisites: FRE 111 Minimum grade C

Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

GEL 111 Geology**3 2 0 4**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Natural Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

GEO 111 World Regional Geography**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the regional concept that emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

GER 111 Elementary German I**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

GER 112 Elementary German II**3 0 0 3**

Prerequisites: GER 111 Minimum grade C

Corequisites: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

GRA 151 Computer Graphics I**1 3 0 2**

Prerequisites: None

Corequisites: None

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. FA

GRA 161 Computer Graphics Apps I**0 3 0 1**

Prerequisites: GRA 151

Corequisites: None

This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce simple graphic arts projects. Upon completion, students should be able to use the computer as a graphic arts production tool. SP

GRA 250 E-Document Publishing**1 3 0 2**

Prerequisites: GRA 151

Corequisites: None

This course provides instruction in electronic publishing of cross-media, cross-platform digital documents and the workflow requirements associated with output options. Topics include the creation, editing, conversion,

GRA 255	Image Manipulation I	1	3	0	2
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This course covers applications associated with electronic image manipulation, including color correction, color separation, special effects, and image conversion. Topics include image-capturing hardware, image-processing software, and output options. Upon completion, students should be able to utilize hardware and software to acquire, manipulate, and output images to satisfy design and production. SP

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. FA

This course covers technical problems associated with converting, formatting, preparing, reproducing, or outputting digital files for multimedia, print, video, photography, and communication media. Emphasis is placed on research, problem solving, analysis of output specifications, and exploration of current and emerging technologies in core and related industries. Upon completion, students should be able to identify and describe multiple solutions for each problem presented. SP

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions. SP

This course introduces the concepts and development of animation. Emphasis is placed on theory, storyboarding, narration, sequence implementation, appropriate software usage, and audio visual manipulation. Upon completion, students should be able to successfully complete computer-generated animated sequences. SP

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects. SP

This course covers the development of state and federal policies, programs, and services for an aging population as a result of demographic shifts. Topics include initial federal programs addressing aging issues, emerging challenges and trends, the role of needs assessment and outcome measures that

HEA 110	Personal Health/Wellness	3	0	0	3
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Corequisites: None

HIS 111	World Civilizations I	3	0	0	3
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Corequisites: None

HIS 112	World Civilizations II	3	0	0	3
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Corequisites: None

HIS 131	American History I	3	0	0	3
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Corequisites: None

HIS 132	American History II	3	0	0	3
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Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural

developments in American history since the Civil War. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.* SP

HIS 145 The Second World War 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

HIS 221 African-American History 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

HIS 236 North Carolina History 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

HRM 220 Cost Control-Food & Beverage 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food beverage, and labor cost control systems for operational troubleshooting and problem solving. SP

HRM 225 Beverage Management 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages; coffees; and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation. FA

HRM 245	Human Resource Mgmt-Hosp	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry. FA					
HSE 110	Introduction to Human Services	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. FA					
HSE 112	Group Process I	1	2	0	2
Prerequisites: Enrollment in the HSE program or CTE Pathway					
Corequisites: None					
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. FA					
HSE 123	Interviewing Techniques	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. SP					
HSE 125	Counseling	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision-making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. FA					
HSE 210	Human Services Issues	2	0	0	2
Prerequisites: Successful completion of 12 SHC in the HSE program					
Corequisites: None					
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. SP					
HSE 220	Case Management	2	2	0	3
Prerequisites: HSE 110					
Corequisites: None					
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. FA					

HSE 225 Crisis Intervention**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. FA

HSE 227 Children & Adol in Crisis**3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents. SP

HSE 242 Family Systems**3 0 0 3**

Prerequisites: PSY 150 or SOC 210

Corequisites: None

This course introduces the concepts of family structure as a system and includes the impact of contemporary society on the family. Topics include systems theory, family structure, blended families, divorce, adoption, and the elderly. Upon completion, students should be able to demonstrate an understanding of families as a system and the impact of change on family structure. SP

HUM 110 Technology and Society**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

HUM 115 Critical Thinking**3 0 0 3**

Prerequisites: DRE 098 or ENG 002, ACA-122 and 30 hours in program

Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This is a capstone course for students in the AA and AS Degrees and requires satisfactory completion of an e-portfolio. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

HUM 120 Cultural Studies**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course is inherently global/diverse in content. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP, SU

HUM 130 Myth in Human Culture

3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

HUM 160 Introduction to Film

2 2 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

HYD 110 Hydraulics/Pneumatics I

2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. Students may receive credit for this course by successfully completing non-credit course HYD-3607A. SP

HYD 121 Hydraulics/Pneumatics II

1 3 0 2

Prerequisites: HYD 110

Corequisites: None

This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, operation, and maintenance of fluid power components and systems. SP

HYD 210 Advanced Hydraulics

1 3 0 2

Prerequisites: HYD 110, HYD 111, or HYD 112

Corequisites: None

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems. SP

ISC 112 Industrial Safety

2 0 0 2

Prerequisites: None

Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. SP

ISC 132 Mfg Quality Control**2 3 0 3**

Prerequisites: None

Corequisites: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. SP

JOU 110 Intro to Journalism**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

LEX 110 Introduction to Paralegal Study**2 0 0 2**

Prerequisites: None

Corequisites: None

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. FA

LEX 120 Legal Research/Writing I**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. FA

LEX 130 Civil Injuries**3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. SP

LEX 140 Civil Litigation I**3 0 0 3**

Prerequisites: None

Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. FA

LEX 141 Civil Litigation II**2 2 0 3**

Prerequisites: LEX 140

Corequisites: None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice. SP

LEX 150 Commercial Law I

2 2 0 3

Prerequisites: None

Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. FA

LEX 210 Real Property I

3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. FA

LEX 211 Real Property II

1 4 0 3

Prerequisites: LEX 210

Corequisites: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation. SP

LEX 220 Corporate Law

2 0 0 2

Prerequisites: None

Corequisites: None

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required. SP

LEX 240 Family Law

3 0 0 3

Prerequisites: None

Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. FA

LEX 250 Wills, Estates, & Trusts

2 2 0 3

Prerequisites: None

Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. SP

LEX 280 Ethics & Professionalism

2 0 0 2

Prerequisites: None

Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law. SP

MAC 111	Machining Technology I	2	12	0	6
Prerequisites: None					
Corequisites: None					
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. FA					
MAC 112	Machining Technology II	2	12	0	6
Prerequisites: None					
Corequisites: None					
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring layout, drilling, sawing, turning, and milling. SP					
MAC 113	Machining Technology III	2	12	0	6
Prerequisites: None					
Corequisites: None					
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. SP					
MAC 114	Introduction to Metrology	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. FA					
MAC 121	Introduction to CNC	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. FA					
MAC 122	CNC Turning	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. SP					
MAC 124	CNC Milling	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. FA					
MAC 132	Blueprint Reading/Mach II	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, application of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints. SP					

MAC 151	Machining Calculations	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. FA					
MAC 152	Adv Machining Calculations	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. SP					
MAC 171	Measure/Material & Safety	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. SP					
MAC 241	Jigs & Fixtures I	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures. FA					
MAC 245	Mold Construction I	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds. SP					
MAT 001	Math Skills Support	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.					
MAT 003	Transition Math	0	6	0	3
Prerequisites: None					
Corequisites: None					
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.					

MAT 043 Quantitative Literacy Support**1 2 0 2**

Prerequisites: None

Corequisites: MAT 143

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 Statistical Methods I Support**1 2 0 2**

Prerequisites: None

Corequisites: MAT 152

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 Precalculus Algebra Support**0 4 0 2**

Prerequisites: None

Corequisites: MAT 171

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 121 Algebra/Trigonometry I**2 2 0 3**

Prerequisites: MAT 060, MAT 070, MAT 080 or

DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 or

DMA 010, DMA 020, DMA 030, DMA-045 or

DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 or

DMA 025, DMA 040, DMA 050 or

DMA 025, DMA 045 or

MAT 003

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 143 Quantitative Literacy**2 2 0 3**

Prerequisites: MAT 060, MAT 070, DRE 098 or

DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098 or

DMA 010, DMA 020, DMA 030, DMA-045, DRE 098 or

DMA 025, DMA 040, DMA 050, DRE 098 or

DMA 025, DMA 045, DRE 098 or

MAT 003 ENG 002

Corequisites: MAT 043 if required

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by

MAT 152	Statistical Methods I	3	2	0	4
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Corequisites: MAT 052 if required

MAT 171	Precalculus Algebra	3	2	0	4
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Corequisites: MAT 071 if required

MAT 172	Precalculus Trigonometry	3	2	0	4
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Corequisites: None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 263 Brief Calculus**3 2 0 4**

Prerequisites: MAT 171 Minimum grade C

Corequisites: None

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.* SP

MAT 271 Calculus I**3 2 0 4**

Prerequisites: MAT 172 Minimum grade C

Corequisites: None

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

MAT 272 Calculus II**3 2 0 4**

Prerequisites: MAT 271 Minimum grade C

Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with or without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* SP

MAT 273 Calculus III**3 2 0 4**

Prerequisites: MAT 272 Minimum grade C

Corequisites: None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and the line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* FA

MAT 280 Linear Algebra**2 2 0 3**

Prerequisites: MAT 271 Minimum grade C

Corequisites: None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, system of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA

MAT 285 Differential Equations

2 2 0 3

Prerequisites: MAT 272 Minimum Grade C

Corequisites: None

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and Laplace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* SP

MEC 130 Mechanisms

2 2 0 3

Prerequisites: None

Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. SP

MEC 145 Manufacturing Materials I

2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations. FA

MEC 161 Manufacturing Processes I

3 0 0 3

Prerequisites: None

Corequisites: None

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials. SP

MEC 180 Engineering Materials

2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. FA

MEC 260 Fundamentals of Machine Design

2 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental principles of machine design. Topics include simple analysis of forces, moments, stresses, strains, friction, kinematics, and other considerations for designing machine elements. Upon completion, students should be able to analyze machine components and make component selections from manufacturers' catalogs. SP

MED 110 Orientation to Medical Assisting**1 0 0 1**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. FA, SP

MED 118 Medical Law and Ethics**2 0 0 2**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. FA, SP, SU

MED 122 Medical Terminology II**3 0 0 3**

Prerequisites: MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. FA, SP, SU

MED 130 Administrative Office Procedures I**1 2 0 2**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. FA, SP

MED 131 Administrative Office Procedures II**1 2 0 2**

Prerequisites: MED 130

Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. FA, SP

MED 136 Preventive Health**2 0 0 2**

Prerequisites: Enrollment in the Medical Assisting program

Corequisites: None

This course provides information on public school and community health issues at all levels and preventive measures for prevalent diseases in the schools. Topics include healthy lifestyles, disease prevention, child psychology, and holistic health. Upon completion, students should be able to present information to all age levels concerning health issues, disease prevention, and attainment of health lifestyles.

MED 138	Infection/Hazard Control	2	0	0	2
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Prerequisites: Enrollment in the Medical Assisting program

Corequisites: None

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection Control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, infectious diseases, and applicable North Carolina laws. Upon completion, students should be able to demonstrate an understanding in infectious diseases, disease transmission, infection control procedures, biohazard management, OSH standards and applicable North Carolina Laws.

MED 140	Examination Room Procedures I	3	4	0	5
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Prerequisites: Enrollment in the Medical Assisting program

Corequisites: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. SP

MED 150	Laboratory Procedures I	3	4	0	5
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Prerequisites: Enrollment in Medical Assisting or MLA programs

Corequisites: None

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. FA, SP

MED 230	Admin Office Procedures III	1	2	0	2
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Prerequisites: Enrollment in the Medical Assisting program; MED 131

Corequisites: None

This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

MED 260	MED Clinical Practicum	0	0	15	5
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Prerequisites: Enrollment in the Medical Assisting program; and
MED 131, MED 140, and MED 150

Corequisites: None

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. SU

MED 264	Medical Assisting Overview	2	0	0	2
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Prerequisites: Enrollment in the MA program, or graduate of a CAAHEP accredited program,
or MA recertifying;

Corequisites: None

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. FA

MED 270	Symptomatology	2	2	0	3
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Prerequisites: Enrollment in the Medical Assisting program, and MED 121

Corequisites: None

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate

triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate action.

MED 272 Drug Therapy 3 0 0 3

Prerequisites: Enrollment in the Medical Assisting program and MED 140

Corequisites: None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. SP

MKT 120 Principles of Marketing 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making. FA

MNT 110 Intro to Maint Procedures 1 3 0 2

Prerequisites: None

Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards. FA

MUS 110 Music Appreciation 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

MUS 112 Introduction to Jazz 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

NAS 101 Nurse Aide I 3 4 3 6

Prerequisites: Enrollment in Nurse Aide program

Corequisites: None

This course includes basic nursing skills required to provide safe, competent, personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102	Nurse Aide II	3	2	6	6
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Prerequisites: Enrollment in Nurse Aide program and NAS 101

Corequisites: None

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NAS 107	Medication Aide	0	2	0	1
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Prerequisites: Enrollment in Nurse Aide program

Corequisites: None

This course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to qualify as a Medication Aide with the North Carolina Nurse Aide Registry.

NET 225	Routing and Switching I	1	4	0	3
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Prerequisites: None

Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. FA

NET 226	Routing and Switching II	1	4	0	3
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Prerequisites: None

Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. SP

NOS 110	Operating System Concepts	2	3	0	3
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Prerequisites: None

Corequisites: None

The course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion, students will have an understanding of OS concepts, installation, management, and maintenance, using a variety of operating systems. FA

NOS 120	Linux/UNIX Single User	2	2	0	3
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Prerequisites: None

Corequisites: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. FA

NOS 130	Windows Single User	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment. SP					
NOS 230	Windows Administration I	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. SP					
NUR 101	Practical Nursing I	7	6	6	11
Prerequisites: Enrollment in the PN program					
Corequisites: BIO 163					
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. FA					
NUR 102	Practical Nursing II	7	0	9	10
Prerequisites: Enrollment in the PN program and NUR 101					
Corequisites: ENG 111					
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. SP					
NUR 103	Practical Nursing III	6	0	9	9
Prerequisites: Enrollment in the PN program and NUR 101					
Corequisites: NUR 102, ENG 111					
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. SU					
NUR 103AB	Practical Nursing III (Part one)	3	0	0	3
NUR 103BB	Practical Nursing III (Part two)	3	0	9	6
NUR 107	LPN Refresher	9	0	9	12
Prerequisites: Enrollment in the LPN Refresher Certificate program					
Corequisites: None					
This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. FA, SP					

NUR 111 Introduction to Health Concepts**4 6 6 8**

Prerequisites: Enrollment in the ADN program

Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. FA

NUR 112 Health-Illness Concepts**3 0 6 5**

Prerequisites: Enrollment in the ADN program and NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SP

NUR 113 Family Health Concepts**3 0 6 5**

Prerequisites: Enrollment in the ADN program and NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. FA

NUR 114 Holistic Health Concepts**3 0 6 5**

Prerequisites: Enrollment in the ADN program and NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. FA

NUR 211 Health Care Concepts**3 0 6 5**

Prerequisites: Enrollment in the ADN program and NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SP

NUR 212 Health System Concepts**3 0 6 5**

Prerequisites: Enrollment in the ADN program and NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. SU

NUR 213	Complex Health Concepts	4	3	15	10
Prerequisites: Enrollment in the ADN program and NUR 111					
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212					
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care. SP					
OST 131	Keyboarding	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Students may receive credit for this course by successfully completing non-credit course CIS-3100A. FA, SP					
OST 134	Text Entry & Formatting	2	2	0	3
Prerequisites: OST 131					
Corequisites: None					
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability FA, SP					
OST 136	Word Processing	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. SP					
OST 148	Medical Coding Billing & Insurance	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third-party payers, coding concepts, and forms preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. FA					
OST 149	Medical Legal Issues	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. SP					
OST 164	Office Editing	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. FA					

OST 184 Records Management**2 2 0 3**

Prerequisites: None

Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. FA

OST 236 Advanced Word Processing**2 2 0 3**

Prerequisites: OST 136

Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. FA, SP

OST 243 Medical Office Simulation**2 2 0 3**

Prerequisites: OST 148

Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. SP

OST 247 Procedure Coding**2 2 0 3**

Prerequisites: MED 121 or OST 141

Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. FA

OST 248 Diagnostic Coding**2 2 0 3**

Prerequisites: MED 121 or OST 141

Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding systems. Upon completion, students should be able to properly code diagnoses in a medical facility. FA

OST 249 Medical Coding Certification Prep**2 3 0 3**

Prerequisites: OST 247 and OST 248

Corequisites: None

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams. SP

OST 250 Long-Term Care Coding**2 2 0 3**

Prerequisites: MED 121 or OST 141

Corequisites: None

This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services. SP

OST 260 Advanced Coding Methodologies**2 2 0 3**

Prerequisites: OST 247 and OST 248

Corequisites: None

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility. SP

OST 286 Professional Development**3 0 0 3**

Prerequisites: None

Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. FA

OST 288 Medical Office Admin Capstone**2 2 0 3**

Prerequisites: OST 148 and OST 243

Corequisites: None

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office. SP

PED 110 Fit and Well for Life**1 2 0 2**

Prerequisites: None

Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

PED 111 Physical Fitness I**0 3 0 1**

Prerequisites: None

Corequisites: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

PED 113 Aerobics I**0 3 0 1**

Prerequisites: None

Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

PED 121 Walk, Jog, Run**0 3 0 1**

Prerequisites: None

Corequisites: None

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

PED 122 Yoga I

0 2 0 1

Prerequisites: None

Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

PED 142 **Lifetime Sports**

0 2 0 1

Prerequisites: None

Corequisites: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

PED 186 Dancing For Fitness

0 2 0 1

Prerequisites: None

Corequisites: None

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

PED 219 Disc Golf

0 2 0 1

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* FA, SP

PHI 215 Philosophical Issues

3 0 0 3

Prerequisites: ENG 111

Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and officially evaluate the philosophical components of an issue. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

PHI 240 Introduction to Ethics

3 0 0 3

Prerequisites: ENG 111

Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an

understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* SP

PHY 251 General Physics I 3 3 0 4

Prerequisites: MAT 271 Minimum grade C

Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* SP

PHY 252 General Physics II 3 3 0 4

Prerequisites: MAT 272 and PHY 251 Minimum grade C

Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.* FA

POL 120 American Government 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.* FA, SP

PSY 150 General Psychology 3 0 0 3

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

PSY 241 Developmental Psychology 3 0 0 3

Prerequisites: PSY 150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA, SP

RUS 111 Elementary Russian I**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Russian and to demonstrate cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* FA

RUS 112 Elementary Russian II**3 0 0 3**

Prerequisites: RUS 111 Minimum grade C

Corequisites: None

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* SP

SAB 110 Substance Abuse Overview**3 0 0 3**

Prerequisites: None

Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. FA

SAB 130 Addictive Behaviors**3 0 0 3**

Prerequisites: None

Corequisites: None

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment. FA

SAB 135 Addictive Process**3 0 0 3**

Prerequisites: None

Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. FA

SEC 110 Security Concepts**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. SP

SGD 111 Introduction to SGD**2 3 0 3**

Prerequisites: None

Corequisites: None

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. FA

SGD 112 SGD Design**2 3 0 3**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games. SP

SOC 210 Introduction to Sociology**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

SOC 220 Social Problems**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

SOC 225 Social Diversity**3 0 0 3**

Prerequisites: DRE 098 or ENG 002

Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.*

SON 110 Introduction to Sonography**1 3 3 3**

Prerequisites: Enrollment in the Medical Sonography program

Corequisites: None

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques. SU

SON 110AB Introduction to Sonography (part one)**1 0 0 1****SON 110BB Introduction to Sonography (part two)****0 3 3 2**

SON 111	Sonographic Physics	3	3	0	4
Prerequisites: Enrollment in Medical or Musculoskeletal Sonography program or graduate of accredited Medical Sonography program					
Corequisites: None					
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. FA					
SON 111AB	Sonographic Physics (part one)	2	3	0	3
SON 111BB	Sonographic Physics (part two)	1	0	0	1
SON 120	SON Clinical Education I	0	0	15	5
Prerequisites: Enrollment in the Medical Sonography program and SON 110					
Corequisites: None					
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. FA					
SON 121	SON Clinical Education II	0	0	15	5
Prerequisites: Enrollment in the Medical Sonography program and SON 120					
Corequisites: None					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SP					
SON 130	Abdominal Sonography I	2	3	0	3
Prerequisites: Enrollment in the Medical Sonography program					
Corequisites: None					
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images. FA					
SON 131	Abdominal Sonography II	1	3	0	2
Prerequisites: Enrollment in the Medical Sonography program and SON 130					
Corequisites: None					
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations. SP					
SON 140	Gynecological Sonography	2	0	0	2
Prerequisites: Enrollment in the Medical Sonography program and SON 110					
Corequisites: None					
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms. FA					
SON 220	SON Clinical Education III	0	0	24	8
Prerequisites: Enrollment in the Medical Sonography program and SON 121					
Corequisites: None					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. FA					
SON 220AB	SON Clinical Education III (part one)	0	0	6	2
SON 220BB	SON Clinical Education III (part two)	0	0	18	6

SON 221	SON Clinical Education IV	0	0	24	8
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Prerequisites: Enrollment in the Medical Sonography program and SON 220

Corequisites: None

This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SP

SON 225	Case Studies	0	3	0	1
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Prerequisites: Enrollment in the Medical Sonography program and SON 110

Corequisites: None

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies. FA

SON 241	Obstetrical Sonography I	2	0	0	2
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Prerequisites: Enrollment in the Medical Sonography program and SON 110

Corequisites: None

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications. SP

SON 242	Obstetrical Sonography II	2	0	0	2
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Prerequisites: Enrollment in the Medical Sonography program and SON 241

Corequisites: None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies. FA

SON 250	Vascular Sonography	1	3	0	2
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Prerequisites: Enrollment in the Medical Sonography Sonography program or graduate of accredited Medical Sonography program

Corequisites: None

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. SP

SON 272	Advanced Pathology	0	3	0	1
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Prerequisites: Enrollment in the Medical Sonography program and SON 110

Corequisites: None

This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms. SP

SON 276	Fetal Echocardiography	1	0	0	1
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Prerequisites: Enrollment in the Medical Sonography program or graduate of accredited Medical Sonography program

Corequisites: None

This course introduces the normal and abnormal development of the fetal heart with correlation to sonographic evaluation. Emphasis is placed on cardiac anatomy and physiology in the normal fetus as well as cardiac defects. Upon completion, students should be able to identify and evaluate normal and abnormal fetal cardiac structures. FA

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations. SP

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course is inherently global/diverse in content. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. FA*

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. SP*

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations. SP

TRN 110 Introduction to Transport Tech

1 2 0 2

Prerequisites: None

Corequisites: None

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. Students may receive credit for this course by successfully completing non-credit course AUT 3137E. FA

TRN 120 Basic Transportation Electricity

4 3 0 5

Prerequisites: None

Corequisites: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. SP

TRN 140 Transportation Climate Control

1 2 0 2

Prerequisites: None

Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems. Students may receive credit for this course by successfully completing non-credit course AUT-3137B. SP

TRN 180 Basic Welding for Transportation

1 4 0 3

Prerequisites: None

Corequisites: None

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. SP

WBL 110 World of Work

1 0 0 1

Prerequisites: Enrollment in a curriculum program

Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. FA, SP

WBL 111 Work-Based Learning I

0 0 10 1

Prerequisites: Enrollment in a curriculum program

Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP

WBL 112 Work-Based Learning I**0 0 20 2**

Prerequisites: Enrollment in a curriculum program

Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP

WBL 115 Work-Based Learning Seminar I**1 0 0 1**

Prerequisites: None

Corequisites: WBL 111

This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their work-based learning experience. FA, SP

WBL 121 Work-Based Learning II**0 0 10 1**

Prerequisites: Enrollment in a curriculum program

Corequisites: None

This course provides work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP

WBL 125 Work-Based Learning Seminar II**1 0 0 1**

Prerequisites: None

Corequisites: WBL 121

This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their work-based learning experience. FA, SP

WEB 140 Web Development Tools**2 2 0 3**

Prerequisites: None

Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets. FA

WEB 210 Web Design**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. SP

WEB 214 Social Media**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools. SP

WLD 110	Cutting Processes	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. Students may receive credit for this course by successfully completing non-credit course WLD-3106AA. FA					
WLD 112	Basic Welding Processes	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. SP					
WLD 115	SMAW (Stick) Plate	2	9	0	5
Prerequisites: None					
Corequisites: None					
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. Students may receive credit for this course by successfully completing non-credit course WLD-3106AB. FA					
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
Prerequisites: WLD 115					
Corequisites: None					
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. SP					
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. FA					
WLD 122	GMAW (MIG) Plate Pipe	1	6	0	3
Prerequisites: WLD 121					
Corequisites: None					
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. SP					
WLD 131	GTAW (TIG) Plate	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the gas tungsten arc (TIC) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. Students may receive credit for this course by successfully completing non-credit course WLD-3106AC. FA					

WLD 132 GTAW (TIG) Plate/Pipe**1 6 0 3**

Prerequisites: WLD 131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. SP

WLD 141 Symbols & Specifications**2 2 0 3**

Prerequisites: None

Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. Students may receive credit for this course by completing noncredit course WLD-3106AD. FA

WLD 151 Fabrication I**2 6 0 4**

Prerequisites: None

Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. SP

WLD 261 Certification Practices**1 3 0 2**

Prerequisites: WLD 115, WLD 121, and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. SU

SHORT TERM AND CONTINUING EDUCATION

Short Term and Continuing Education offers to any adult, regardless of educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of Anson and Union counties. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

Information about all courses may be found on the SPCC website, www.spcc.edu.

Admission Requirements

SPCC's main purpose is to serve students who have graduated from high school, have obtained a high school equivalency diploma, or are beyond the compulsory age limit of the public high school. Therefore, admission is open for adults 18 years of age or older. However, students younger than 18 years of age may enroll under certain circumstances.

Class Locations

Classes are held both on campus and off-campus, as well as online. Morning, afternoon, evening, and weekend classes are offered.

Fees

- Fees vary with the type of course offered.
- Registration fees must be paid before the first class session.
- Books and supplies are not included in the registration fee.

Refund Policy

Registration fee refunds are not issued except under the following conditions:

- If a student officially withdraws from a course prior to the first scheduled class meeting, a 100% refund is issued.
- A 75% refund of registration fees is granted if a student officially withdraws on the first day of the course or prior to or on the 10% point of the scheduled hours of the class section. This applies to all course sections except those that begin and end on the same day. Refunds are not issued after the start of a section that begins and ends on the same calendar day.
- A 100% refund will be issued for a class which is canceled because of insufficient enrollment.

Enrollment

Typically, in order for most courses to be offered at a physical location, a minimum number of students must enroll. South Piedmont Community College reserves the right to cancel any course when an insufficient number of students enroll for that course.

Grades

Generally, grades for Continuing Education courses are provided either "satisfactory" or "unsatisfactory" based on attendance (70%) and participation. Some courses require a minimum performance level as required for state or credentialing agencies. Information on specific program requirements and contact information for Program Coordinators can be found on the SPCC website, www.spcc.edu.

Certificates

Certificates are awarded upon completion of certain courses when attendance requirements of the course have been met and satisfactory progress has been demonstrated.

INDUSTRIAL AND PROFESSIONAL CERTIFICATION COURSES

Through Community Education and Professional Development programs, South Piedmont Community College provides courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

Notary Public is a course that satisfies NC requirements to apply for a Notary Public Commission. Students must be 18 years of age and reside or be employed in North Carolina.

Nurse Assistant (CNA) I and II courses prepare students to work under the supervision of licensed healthcare professionals in performing nursing care and services for persons of all ages. Coursework emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Students that complete these courses may be eligible for listing on the NC Registry as a Nurse Assistant I. Students may find employment in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Medication Aide This 24-hour course meets the training requirements necessary for current NC Nursing Assistants seeking certification as a NC Medication Aide. Students who successfully complete the course are eligible to take the Medication Aide Examination to qualify for listing on the North Carolina Medication Aide Registry. To find out more about certification, visit the N.C. Department of Health and Human Services website.

Phlebotomy This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and are eligible to sit for a national certification with American Medical Technologists (AMT).

Vehicle Safety/Vehicle Emissions Inspection Licensing classes are required for licensing or certification to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Vehicle Safety and Emissions Certification and Recertification classes each consist of eight hours of training. Students must have a valid NC or SC driver's license to participate.

Real Estate Pre-Licensing is an 80-hour course that meets the educational requirement for the North Carolina Real Estate Broker License. It prepares students to pass the real estate broker examination administered by the NC Real Estate Commission (NCREC). Topics include basic real estate principles and practices, law and contracts, financing, closing, valuation, fair housing, property management, taxation and math. Additional topics include land use, insurance, real estate license laws, rules, and regulations.

Machining training prepares student to begin work in the machining industry. Courses are aligned with NIMS Machining Level I curriculum. Students will be prepared to register and sit for multiple NIMS Level I exams.

Mechatronics is an exciting program which provides the novice and the experienced professional with the skills necessary to provide basic machine and systems maintenance, repair, and troubleshooting. Program topics include electronics and electricity, wiring, pneumatics, hydraulics, PLCs, motors and motor controls, pumps, and more.

Welding Technology provides a sound understanding of the science, technology, and applications, for successful employment in the welding and metal industries. Three 10-week classes prepare students to take the American Welding Society (AWS) certification exam.

Autobody Repair and Restoration classes prepare students to perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas. Students receive training in the classroom as well as hands-on training in the lab. Courses are aligned with the Collision Repair & Refinish Certification from the National Institute for Automotive Service Excellence, as well as I-CAR's ProLevel 1® requirements for the I-CAR Platinum designation.

Truck Driver Training program offers extensive classroom as well as range and road driving to prepare students for a new career. The Commercial Driver's License (CDL) final test is administered at the conclusion of the course.

Basic Electricity training provides the theory and hands-on instruction needed to begin work as a residential electrician. Students will be prepared to register and sit for the NCCER Electrical Level I certification exam.

HVAC Technician training is designed to prepare students with the skills necessary for entry-level employment as a heating and air conditioning technician. Students will also sit for their EPA Section 608 Technician Certification during class.

Adobe Creative Cloud training prepares students to earn the Adobe Certified Associate credential in Photoshop, Dreamweaver, and Animate. Students receive hands-on instruction using official Adobe training curriculum.

Additional opportunities may be found on the SPCC website, www.spcc.edu.

PROTECTIVE SERVICES

The college offers continuous training to law enforcement personnel, emergency medical personnel, and fire fighters who provide protective and emergency services for their communities. These courses provide the opportunity to gain technical information and skills through a variety of technical and practical learning experiences which lead to certification in North Carolina. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

Emergency Medical Technician (EMT)

The EMT provides pre-hospital emergency medical care and is a vital part of the health care team. Students who successfully complete the course will be qualified to take the state or national certification test for Emergency Medical Technician. Instructional time includes: ride-along hours, class work, and hands-on lab skills. Successful students are prepared for immediate employment in emergency services and may choose to go on to complete the Paramedic certification.

EMT Paramedic

The 12-month EMT-Paramedic course continues training in Emergency Services with focus on advanced skills and the administration of medication. Topics of study will include advanced cardiac and intubation techniques, understanding EKGs, and administration and interactions of medication. 1096 hours of training include clinical and ride-along time. Paramedic students must also complete a course in Anatomy & Physiology.

EMS Bridge

The course of study provides the EMS Paramedic an opportunity to enhance learning already achieved through continuing education. Students progressing through the program may be eligible to apply for national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

The Emergency Medical Science Bridge Associate of Applied Science degree program is designed for individuals pursuing career enhancement in the emergency medical field.

Firefighter Training

Basic and continuing training for firefighters is provided through SPCC in cooperation with local municipal and volunteer departments. Students must be a member of a fire department to participate in training for firefighting.

Firefighter Certification classes start in January and end in December of each year. Students who successfully complete each class will be certified as a Firefighter II by the state of North Carolina. Throughout the year specialty classes are also conducted as they're requested by local departments.

Corporate safety training is available for local companies. Classes include but are not limited to CPR, Automatic External Defibrillator (AED), Basic First Aid, Fire Extinguishers, and Active Shooter Safety.

In-Service Law Enforcement Training

Continuing Education courses offered for certified law enforcement personnel are designed to help improve training as well as maintain state and national certifications. These courses are offered both as seated and on-line for agencies throughout the service area.

PERSONAL INTEREST

A wide variety of personal interest classes are offered at SPCC. These classes are designed for personal enrichment and social engagement. Topics include but are not limited to Motorcycle Basic Rider, Photography, Yoga, Zumba, Line Dancing, Senior Aerobics, Jewelry Design, Social Media, Personal Web Design, and Vehicle Maintenance. Information on these courses and new offerings can be found on the SPCC website at www.spcc.edu.

ECONOMIC AND WORKFORCE DEVELOPMENT

South Piedmont Community College is committed to providing training that will bring and keep jobs in Union and Anson Counties. The Economic and Workforce Development group is comprised of three programs focused on meeting the immediate and future needs of the businesses that we serve. The Apprenticeship Program, Customized Training Program and The Small Business Center all focus on the economic growth in our community and meaningful opportunities for our students.

Apprenticeship Program

Apprenticeship programs, registered through ApprenticeshipNC, consist of extensive on-the-job training coupled with related college courses delivered by South Piedmont Community College. Apprenticeship programs provide immediate results with a proven means of recruiting and developing talented employees for highly skilled positions that can otherwise be difficult to fill. South Piedmont assists local companies in registering their own apprenticeship programs and provides related instruction for those programs. South Piedmont also has registered apprenticeship programs that local companies can utilize without the need to register their own.

Once hired by a partnering company, an apprentice has the opportunity to learn in demand skills in the classroom as well as on the job. In addition to receiving a free education, the apprentice has the ability to earn a wage while learning a valuable skill set.

Customized Training Program

South Piedmont Community College's Customized Training Program supports the economic and workforce development efforts of Anson and Union Counties and the State, by providing tailored training opportunities for eligible businesses and industries. The college recognizes that every organization has unique needs. With those needs in mind, the college works with organizations to build a solution-based training project to help continuously improve processes, comply to industry and safety regulations, and help new and existing leaders build a stronger workforce.

The Customized Training Program was developed by the NC Community College System in recognition of one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina – the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Small Business Center

The Small Business Center at South Piedmont Community College is a community-based resource, available to assist those individuals who want to start a small business or receive help with an existing business. The Center offers classes and seminars on a variety of topics to help entrepreneurs get started properly and successfully manage their business.

Seminar topics include:

- How to Write a Business Plan
- Financing Your Business
- Marketing Your Business
- Basics of Bookkeeping
- Small Business Taxes

REAL (Rural Entrepreneurship through Action Learning), offered through the Small Business Center, is a hands-on entrepreneurship course. Students gain entrepreneurial knowledge and experience through hands-on participation in class exercises. The REAL course helps prepare prospective business owners for success, as well as those already in business looking to enhance their operations.

In addition to education and training, the Small Business Center offers confidential counseling to prospective or current business owners. The Center also maintains a resource library of materials and computers available to access online resources. The library is open during College operating hours. These services are offered free of charge. Some seminars and classes may require a fee.

CONTINUING EDUCATION UNIT (CEU)

The Southern Association of Colleges and Schools Commission on Colleges, the accrediting body for South Piedmont Community College, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for student participation in noncredit courses and programs.

A CEU is defined as “10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

Course Criteria for Awarding a CEU

A course plan must include dates, times, and hours met; course description; course objectives; a topical outline; methods of evaluation (tests, attendance, etc.); instructional supplies and equipment needs; student supply needs; and the CEU value.

Instructor Criteria for Awarding a CEU

Competence in the subject matter must be illustrated by academic training which is supported by official transcripts and/or experiential documentation; by demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter; and by demonstration to the satisfaction of the program director of the ability to communicate clearly.

Records for CEUs

At the completion of the CEU-awarding activity, the instructor or program director will indicate on the final roster the CEU status for each student. If students have met the pre-stated criteria for the class, an "S" for satisfactory completion will be indicated on this roster. This information will be recorded on the College's computerized records for permanent retrieval available to students upon request.

Transcripts

Copies of South Piedmont Community College transcripts may be requested by completing a Transcript Request form available in the Registrar's Office or in Student Forms at www.spcc.edu. An official South Piedmont Community College transcript will be issued and will contain the following information:

- Name and address of the College
- Student name
- Titles of all courses taken
- Start and completion dates of each course taken
- Number of CEUs awarded, if applicable
- Successful or unsuccessful assessment, if applicable

COLLEGE and CAREER READINESS

The school of College and Career Readiness strives to assist each learner with the skills necessary to enter and thrive in today's workforce and/or higher education opportunities. Departments include: Adult Basic Skills, Human Resource Development, and Correctional Education Programs.

ADULT BASIC SKILLS (ABS)

The mission of the Adult Basic Skills program is to provide meaningful and engaging academic opportunities for learners to progress in their academic and employability endeavors. Classes provide educational opportunities for learners 16 years of age and older to improve reading, writing, mathematics, and communication skills through specialized programs targeted to specific populations. These programs include:

High School Equivalency

Adult High School

College and Career Transitions

English for Speakers of Other Languages

Compass Education

Classes are free and open to adults living or working in Anson or Union counties and the surrounding area.

For enrollment purposes, placement testing and orientation sessions are generally held on our Lockhart-Taylor Campus (Anson County) and our Old Charlotte Highway Campus (Union County). These sessions are required for entry into any of our Adult Basic Skills programs. Enrollment is available during the spring, summer, and fall semesters. To inquire about classes or enrollment, please call 704-290-5243.

Admission Requirements

- Students must be 16 years of age to enroll.
- On-campus placement testing and orientation is required for all new and returning students.

Class Locations

- Morning, afternoon, and evening classes are offered at our Old Charlotte Highway Campus in Monroe and at our Lockhart-Taylor Campus in Wadesboro.
- Weekend course offerings and off-campus community classes are offered in both Anson and Union counties. Please call 704-290-5243 for specific locations.

Fees

- Instruction is provided free of charge to all eligible participants.
- Books and study materials are provided free of charge to all participants.
- Students interested in taking one of the High School Equivalency tests administered at SPCC will pay associated testing fees. Testing fees vary and are determined by GED® Testing Service (GED®) and by ETS® High School Equivalency Test (HiSET®). Testing fees are not required for enrollment in classes.

Enrollment

To enroll in South Piedmont Community College's Adult Basic Skills program, potential students must be able to complete a National Reporting System (NRS) approved pre-assessment. To remain enrolled,

students must demonstrate the ability to benefit from the program as outlined by state and federal regulations. For more information, please visit the link below.

<https://spcc.edu/wp-content/uploads/Ability-to-Benefit-2019-Final-Revised.pdf>

High School Equivalency (HSE)

The High School Equivalency program offers reading, writing, mathematics, critical thinking, and communication instruction to prepare learners to successfully pass either of the following nationally recognized high school equivalency assessments:

- GED® - A computer-based test offered through our Pearson Vue testing labs on our Old Charlotte Highway Campus (Union County) and our L.L. Polk Campus (Anson County). For more information regarding the GED® test, please visit www.ged.com.
- HiSET® - A paper-based test offered through our departmental testing administrators on our Old Charlotte Highway Campus (Union County) and our Lockhart-Taylor Campus (Anson County). For more information regarding the HiSET® test, please visit www.hiset.ets.org.

Upon completion of either HSE test, students will receive an HSE diploma issued from the state of North Carolina. For further information regarding HSE, please call 704-290-5243.

Adult High School (AHS)

Adult High School is an Adult Basic Skills program in which students complete the individual credits necessary to fulfill the North Carolina Future-Ready Core diploma requirements. Students' high school transcripts are evaluated at program entry and credit is awarded for units previously earned. An individualized, competency-based program of study is designed for each student enrolled in the AHS program. Once the student completes all required credits, an AHS diploma will be awarded by SPCC in cooperation with the local public school system. For further information regarding the AHS program, please call 704-290-5813.

College and Career Transitions (CCT)

College and Career Transitions is a comprehensive program for students interested in enrolling in college and/or continuing education courses while working towards a high school equivalency or adult high school diploma. For further information, please call 704-290-5262.

English for Speakers of Other Languages (ESOL)/ English Language Acquisition (ELA)

The ESOL/ELA program provides academic opportunities for non-native English speakers who are learning to communicate in the English language. Leveled classes focus on improving conversation, reading, writing, and listening skills.

Students may also prepare for United States citizenship through our ESOL civics classes. Class content includes U.S. history and government, completing the N-400 application, and preparing for the USCIS oral interview. For further information regarding our ESOL/ELA program, please call 704-290-5248.

Compass Education

Compass Education is an Adult Basic Skills program for adults with intellectual/developmental disabilities designed to provide the academic and soft skills necessary to transition to a higher level of education and/or employment. The focus of the program is to help learners reach their full potential as independent, self-directed adults. For further information, please call 704-290-5813.

HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resources Development program is designed to educate and train students for success in the workplace. The primary objective of the training component is to help orient students to the world of work, appreciate the effects of their behavior on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

Class time is devoted to assessment of student assets and challenges; development of a positive self-concept; development of employability, communication, and problem-solving skills; and development of an awareness of the impact of information technology in the workplace. Students will study employer/employee relations, communication skills, pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other programs or support services when necessary.

Admission and Fees

The NC State Board of Community Colleges grants permission to waive tuition for HRD classes for individuals who meet one of the four (4) criteria listed below:

- Unemployed
- Have received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

To receive this waiver, students must verify they meet the criteria by completing and signing a Tuition and Fee Waiver Verification Form. If students do not sign the form or do not meet one of the four (4) criteria, payment of the HRD registration fee is required.

CORRECTIONAL EDUCATION

In partnership with the North Carolina Department of Public Safety (NCDPS), South Piedmont's Correctional Education Department provides on-site educational opportunities for students at area correctional institutions. The Department also provides regional training opportunities for NCDPS officers and staff, including probation & parole officers and Human Resource Training staff. For additional information, please call 704-272-5424.

BOARD OF TRUSTEES

Appointed By / Term

Mr. Christopher Duggan	Board of County Commissioners (Union) / 2017-2021
President, The Duggan Law Firm	
Ms. Caroline Hightower	Governor / 2019-2021
Library Program Assistant, Hampton B. Library	
Mr. Kenneth W. Horne, Jr.	Board of County Commissioners (Anson) / 2020-2024
Retired Executive Vice President, Hornwood, Inc.	
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IT/Web Developer	
Mrs. Pat Kahle	Board of Education (Union) / 2019-2023
President, Union County Chamber of Commerce	
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Nurse Practitioner	
Mr. Harvey Leavitt	Board of Education (Anson) / 2017-2021
Owner, Leavitt Funeral Home	
Mr. Michael Lutes	Governor / 2020-2024
Senior Vice President, Atrium Health / Market President - South	
Mr. Bill F. Norwood	Board of Education (Union) / 2020-2024
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Sheriff, Anson County	
Mr. Jerry Simpson	Board of County Commissioners (Union) / 2020-2024
Union County Commissioner	
Mr. Gary Summerfield	Board of County Commissioners (Union) / 2018-2022
Business Owner, Summerfield Automotive	
Mr. Jarvis T. Woodburn	Board of County Commissioners (Anson) / 2018-2022
Retired Machine Shop Manager, Columbus McKinnon	
Ms. Edmari Correia (ex officio)	Student Government Association, President / 2020-2021
South Piedmont Community College	

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